Technical Paper Series 6

Local History
in British Columbia

A Guide to Researching, Writing and Publishing for the Non-professional

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Cover photo

Mining on the Juanita at 8 Mile Lake near Summit Creek, F.T. Harrishaw's Mine c. 1898.
Barkerville Historic Park acc #981.52.23

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Patterson, R.M., *Manual for the Preparation of "As Found" Drawings*, 1982.

Collier, R., *Guidelines for Storefronts of Heritage Buildings*, 1982.

Harper, D., *Trees and Towns*, 1983.

All technical papers are available at a charge of five dollars a copy.

Copies may be requested from:
British Columbia Heritage Trust
Parliament Buildings
Victoria, B.C.
V8V 1X4

Foreword

Since its inception in 1977, the British Columbia Heritage Trust has been developing new ways to "support, encourage and facilitate the conservation, maintenance and restoration of heritage property in the Province." One is the Publications Assistance Program which provides aid for production costs of publications dealing with B.C. history. In addition, the Trust has inaugurated this Technical Paper Series.

Although a great deal of general information on heritage subjects is already available, there has been a growing request for concise treatment of specialized subjects within the British Columbia context. Themes are therefore drawn from the fields of history, archaeology, architecture and preservation technology. The British Columbia Heritage Trust invites suggestions for further studies in this series.

Martin Segger
Series Editor

Introduction

"The White Rabbit put on his spectacles. 'Where shall I begin, please your majesty?' he asked.

"'Begin at the beginning,' the King said gravely, 'and go on till you come to the end; then stop.'"

Writing local history isn't quite as challenging as making your way through the court of the King and Queen of Hearts in *Alice in Wonderland*, but, for someone starting out, the project can be intimidating. This paper is intended as a guide for those undertaking to write the history of their community in book form. It is designed for those who have little or no formal training in the craft of history, who are not professional authors and who do not routinely publish and distribute books. It is intended for those who have a keen interest in the history of British Columbia and their community or region in particular and who realize that creating a book which will be read, enjoyed and appreciated is not as simple as beginning at the beginning, going on to the end and then stopping.

If you read and follow the advice in the following pages, three benefits will accrue to you. First, the task of preparing a local history book will be more enjoyable. With the tips, guidelines and sources provided, the work will be easier, more efficient, smoother and more rewarding. It may take you as long to do the book, but you will get more for your time. Second, the finished book will be better. It will be more thoroughly researched, clearly presented and handsomely printed. It will be able to be enjoyed by more readers. That, for number three, will mean more sales. It will be more readily accepted by a commercial publisher. If privately printed, it will bring in more money for you or your historical society or group.

This book will cover the five aspects of producing a local history book:

- developing the right philosophical, organizational and practical framework to allow research to take place
- learning the material which has already been printed on a subject
- doing original research
- writing the manuscript
- getting the book into the readers' hands.

As you first hold this paper and think about its title, you'll realize that it is a small manuscript covering a large topic. Whole books, sometimes whole shelves in a library, are devoted to topics we cover in one paragraph or one page. This paper is like a travel guide book. It gives a map of the terrain, capsule descriptions of the sites and sights, best routes for how to get there and how to act when fraternizing with the locals. You are the one who is going to have to do the visiting for yourself.

Much of the space of this paper is taken up recommending other books to read, places to write and people to talk to. Read, write, talk! Know that there are whole provincial and federal apparatuses set up to help you do your local history. You need to know the shape of the boiler of the steamship *Mary Jane*? . . . you can do it. The Provincial Archives has the information. You've printed your book privately and want to have all British Columbia booksellers know about it? . . . you can do it. The Association of Book Publishers of British Columbia provides this service.

Remember when you are using this paper that there are several things it is not. It is not exhaustive. If there are four books in print on how to do something, usually only one will be listed. This paper will not be accurate forever; addresses change, new things are written. It is not a general work on local history research; it is very much a paper about doing local history in British Columbia.

1. Starting Out

We are no longer embedded like a raisin in a warm muffin in the comforting confines of a traditional society, where the young learn from the stories of the old. Local history writing enables the young to grasp the past and the old to preserve it for them.

A local history book may perhaps be best thought of as "a work dealing with an area less than that covered by a provincial history."[1] In this general sense, a local history can cover geographical or economic sub-regions, an industry (forestry) or social institution (the Anglican Church of British Columbia). Usually, British Columbians think of local history as the story of a community or region.

Local history is increasingly popular as an academic approach as evidenced by the Annales school in France, the Leicester group in England and the movement for the "new" history in North America. The increased study of localities and their influence on national trends and the growing interest in the study of everyday life in times past have resulted in more intellectual interest in the local field and in local records. The fortunate fact is that local history is not only trendy; it is fun. Countless people in innumerable communities have written and are writing local histories. They spend hours and hours doing research, knowing they will get little or no financial return, simply because it is enjoyable. Local history deals with people, ordinary people . . . us. It helps us explain our physical environment. It gives us a sense of continuity with those who came before us.

*Denotes material of higher importance, strongly recommended to the reader. Please try to look at these and subsequent asterisked works.

Suggestions for further reading:

*Felt, Thomas E., ***Researching, Writing, and Publishing Local History***. Nashville: American Association for State and Local History, 1981, 166pp.

The most current standard reference work in the field. Although it is extremely oriented to U.S. materials, the general advice and approach can be most helpful.

*Barzun, Jacques and Henry F. Graff. ***The Modern Researcher***, 3rd. ed. New York: Harcourt Brace Jovanovich, 1977, 378pp.

This is the other general work you must look at. It is an indispensable guide to research and writing. Follow it and your work will improve significantly.

Ridge, Alan D. ***Writing Local History***. Provincial Archives of Alberta, Publication No. 3, revised 1980, 54pp.

Friesen, Gerald and Barry Potyondi. ***A Guide to the Study of Manitoba Local History***. Winnipeg: University of Manitoba Press, 1981, 182pp.

Most provinces from time to time have published works on doing local history. These two recent works might help give a better orientation toward doing local history in Canada.

The American Association for State and Local History (AASLH)
1400 Eighth Avenue, South
Nashville, Tennessee 37203

AASLH produces and publishes a large selection of books and technical leaflets on all aspects of local history research and writing. Early in your project, write them for a complete listing of their current offerings. With over a hundred titles, AASLH can offer you a specific work at a reasonable price for most problem areas.

Think Like a Historian

The local historian has these goals. You must seek to preserve and accurately present the historical record. You must seek to interpret that record clearly. The local historian must not just research and write, but — and this is really the essence of it all — you must **think**. You must re-enact in your own mind "the procession of events and the relationship of the events, and then . . . portray clearly and fluently the origin and progress, to whatever end, of a local community."[2]

In the pages which follow, research and writing will be discussed in detail. The quality of your work depends in great measure upon the degree of intellectual honesty and the degree of intellectual effort expended. It is not just how much money you spend, how much time you give, how many people you talk to and other such physical commitments. It is also a mental commitment. Careful, thoughtful work is required in all phases of the project.

Guard against the tendency to feel that a bit of information which you have uncovered is somehow "yours". The community comprises all who live in it now and all who have ever lived in it. You are only learning its history in order to share that knowledge with others.

Make a Plan of Attack

Whether you are one person or a group, it is first necessary to understand what you are getting into. The first thought after "A local history of this community needs to be written and we are the very people to do it" should be: "How is it going to happen?" Doing a good local history is a large effort and you should realize that immediately. It is going to take time and more time and some money, so you should have a clear idea of the size of the task you are getting into.

Set up a realistic timetable. The standard practice is to make a reasonable guess and double it. Plan for time to do background reading and investigation, time working with archives and local resources, and time organizing the information. If the research has been done thoroughly, the actual writing should not take as long as the research. Check with possible publishers or printers on how long they will take to do the book if you have a deadline such as Christmas or a centennial celebration. Then work back. Make sure you have allowed enough time to do things right along the way: "It takes time to learn how to recreate the fullness of former times from the stray bits left behind . . ."[3] Give plenty of time to have the manuscript read and criticized by others, to secure prints of the archival photographs you want to include, to have the proofs from the printer read for typographical errors and to have the finished work distributed.

You should also decide what the subject of the book is. Pick a subject carefully and stick to it. This demands as much discipline as setting a timetable and following it. Define the geographical area you will be researching. Is it northwestern British Columbia? The Skeena River basin? The Hazelton area? Will New Hazelton and South Hazelton be included? Realize that down the road a bit you will want to write a coherent account of the history of the area chosen, so try to draw the boundaries around a sensible choice — not too big, but not so small that there is not enough going on. Define the time period you will be reporting on. Although it is a good idea to be familiar with all areas, it might be best to limit the actual in-depth research and writing to some more defined time span.

A sharp reader may have caught a bit of a contradiction here: at the beginning of a task the writer is asked to make decisions which assume knowledge only gained from having done work on the project already. How can you decide what geographical area and time span to cover unless you are well into your research? The answer is, partially, "you can't" — but at the beginning be sure to be constantly planning and thinking about how to limit and define the work to a sensible subject area. It's also reasonable to suppose you have some knowledge of the subject matter already. You are not someone in Dar es Salaam suddenly struck by a lightning bolt with the message pinned on it: "Do a local history of the Slocan Valley, British Columbia." You already probably have some sense of the geography and history of the community you are researching. Refine that sense as early as possible to save unnecessary and time-consuming work on topics you are never going to include in the book.

Organize Your Group

Many local histories are written or sponsored by a historical or municipal group of some sort. If this is the case, the better you can get yourself organized, the easier the job. Here are some hints:

- Decide who will do what work. Make sure there is someone responsible for over-all direction of the effort.

- Set up an editorial board. Besides offering useful advice, it can act as a buffer against criticism and bias.
- Give yourself publicity all along the way in the local newspaper. It can bring out interested people to help with the task, get information from the readers and develop a waiting market for the forthcoming publication. Submit prepared news releases; give interviews. Always provide a name and telephone number for follow up.
- Where feasible, only one person should do the actual writing of the final manuscript to keep the writing style uniform. Another person may be in charge of procuring photographs and other historical graphics and of writing "cut lines" or captions for them. Another person should do all finances. Another publishing and distribution.
- Meet at regular intervals to discuss progress and problems. Remember, if this is a voluntary effort, as most are, the meetings should be pleasant and efficient. The sociability is an important side effect of doing many a local history. Don't, however, allow the meetings to take up time and energy which should be spent in actual effort on the project.
- Make sure that each member of the committee is able to state clearly and succinctly what the book is about — the geographical area covered, the historical period and the main themes. If different members of the committee give different answers, it won't be a group effort.

Early in the project, you should ask if you really want to do a full-scale history. There are several kinds of pursuits which do not demand the same kind of commitment a book-length enterprise does. Among the different possibilities are a series of articles in the local newspaper, a brief illustrated history of the area, a compilation of family histories and local happenings, an information sheet to be distributed to newcomers by Welcome Wagon or a similar group, slide shows with commentary, road side plaques, and so on. The problem, however, with doing several of these smaller projects before having done the big one of the local history book is that the research required is too skimpy to get a true understanding of what went on.

Suggestions for further reading:

Creigh, Dorothy Weyer. **A Primer for Local Historical Societies**. Nashville: American Association for State and Local History, 1976, 153pp.

Good, down-to-earth advice on how to manage and what to do with a local historical society.

Plan Your Budget

Something that needs to be faced early on is the question of money. Whether you are an individual or a group, there are costs which cannot be avoided. Someone or some subcommittee should draw up a budget. Estimate costs for research, including trips to libraries and archives outside of the community and photocopying information while there. Give generous figures for office supplies, telephoning and typewriters. Realize that these days everything is expensive from parking fees to photographic duplication. Although it is reasonable to ask the committee members to bear some of the incidental expenses, not everyone can be asked to donate generously both their time and pocketbook. Separate time considerations from financial contributions.

Printing and distribution costs can be considerable and will be analyzed in the last section of this paper, but they should be included in the early drafts of the budget. It is sufficient here to point out what should be obvious and is often not: **don't do more than you can afford**. Do the best you can, but keep your perspective. There are just not enough buyers for a 550-page, full-colour, lavishly illustrated, "coffee table" book on a community of two hundred souls. Don't buy two hundred photographs at $10 apiece from an archives if you are only able to afford to publish a thirty-page booklet.

There are several different methods of getting funds "upfront", that is, before the book ever goes on sale. Often much of the funding for the project can be raised locally. Service organizations, the local government of the community, major corporate employers and unions, all may be willing to contribute substantially to the effort. Local history books connected with centenaries or other anniversaries are often most fortunate in that

respect. Historical societies doing a book may be able to organize fund-raising projects — bake sales, community talent shows, raffles or auctions. Let your imagination and sense of fun come up with something. Advance sales through a mailed brochure should bring in some funds too.

There are several public and private sources for funding for individuals and groups doing local history. Decide if any of these agencies are appropriate and write them for application forms and funding deadlines. Different agencies fund different things. Make sure what the money is to be spent on — research, printing, materials or whatever. Be sure about two things before you begin. One, there is paperwork involved. Each granting agency naturally wants to make sure its money is well spent. Two, there is a commitment from you or your group that the product will be produced. Do not bother to apply if you are not sure of yourself or your group, your commitment or their commitment. It is just not fair to the granting agencies or to others who may need the funding.

Suggestions for granting agencies:

Allan Arlett, ed. ***The Canadian Directory to Foundations and Granting Agencies***, 4th ed. Ottawa: Association of Universities and Colleges of Canada, 1980. 30cm. (looseleaf for updating).

Read this for information about foundations, government departments and agencies involved in awarding grants. Covers both Canadian and foreign foundations. Ideal in conception, but does not yet cover all funding sources.

British Columbia Heritage Trust
Publications Assistance Program
Parliament Buildings
Victoria, B.C. V8V 1X4

Grants up to $2500 per publication to subsidize design, editing and publication costs of local and regional histories. Does not fund research.

Canada Council
Explorations
255 Albert Street
P.O. Box 1047
Ottawa, Ontario K1P 5V8

Grants usually in the $3000 to $5000 range. Basic purpose is to help support "imaginative cultural projects", including local and regional histories.

Leon and Thea Koerner Foundation
Box 46669
Postal Station "G"
Vancouver, B.C. V6R 4K8

Grants usually in the $500 to $2500 range. Funding restricted to educational and charitable institutions registered by Revenue Canada.

Museums, Archives and Visual Arts Projects Grant
Cultural Services Branch
Provincial Secretary
Parliament Buildings
Victoria, B.C. V8V 1X4

Maximum value of $5000 on a project basis. Must be matching cash funding. For research, copying of archival material, cataloguing, etc. To small organizations such as museums, archives, and art galleries.

B.C. Historical Association
Publication Assistance Fund
P.O. Box 1738
Victoria, B.C. V8W 2Y3

Grants specifically to help pay printing costs. It is hoped that, if sales go well, part or all of the grant will be returned to the fund. Applicants must have been members of the B.C.H.A. for at least a year before financial help will be granted.

New Horizons Program
Main Floor
1525 West 8th Avenue
Vancouver, B.C. V6J 1T5

A unique program from Health and Welfare Canada to encourage retired persons to be more actively involved in the life of their communities. You need ten volunteers to serve as directors of the project. New Horizons has funded over 600 local histories in the nation so far.

The Canada Employment and Immigration Commission offers programs and services which may be applicable. Check at your local Canada Employment Centre about such programs as the Canada Community Development Projects and the Summer Youth Employment Program.

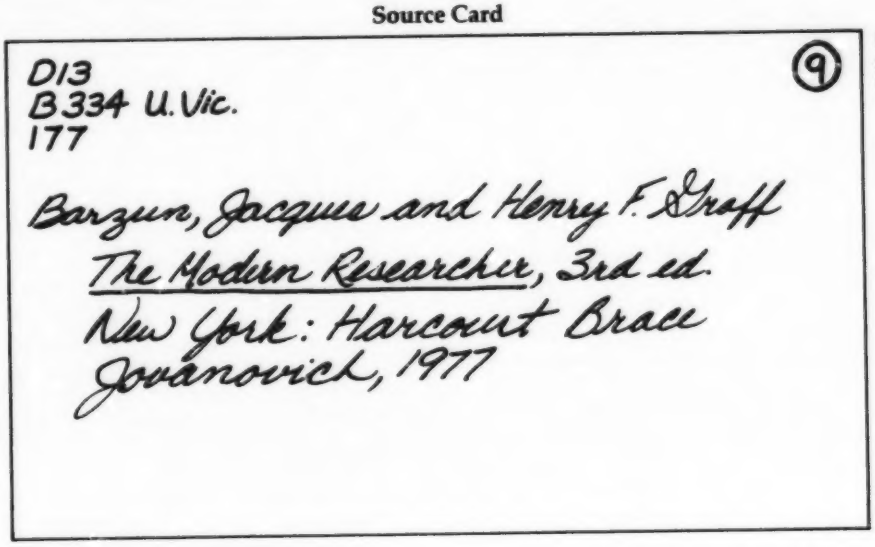
Take Usable Notes

Taking notes well is a skill that must be developed early in the project. This may seem like a small matter to be dealt with at great length so soon, but notes well taken can save days of work and enable you to do better writing and thinking. The following method has been tested by researchers for years and with personal modifications could be the one you use too.

Buy and use index cards to take your notes on. If you are strapped for funds, make slips of paper in the size of index cards and use those. The most popular size card is 4" x 6", but, depending on your tastes, 3" x 5" or 5" x 8" will do well. Use only one idea per card and never write on the back of a card. The theory of the index card system is that the accumulated note cards can be shuffled at the end of the research period to group cards on similar subjects together for writing. The source cards can be used for footnotes and bibliography.

When you are beginning your research, make out a separate card for each book, article, etc. you think you might be interested in looking at. Give the card a number and then you can put that number on each note card you make from that source.

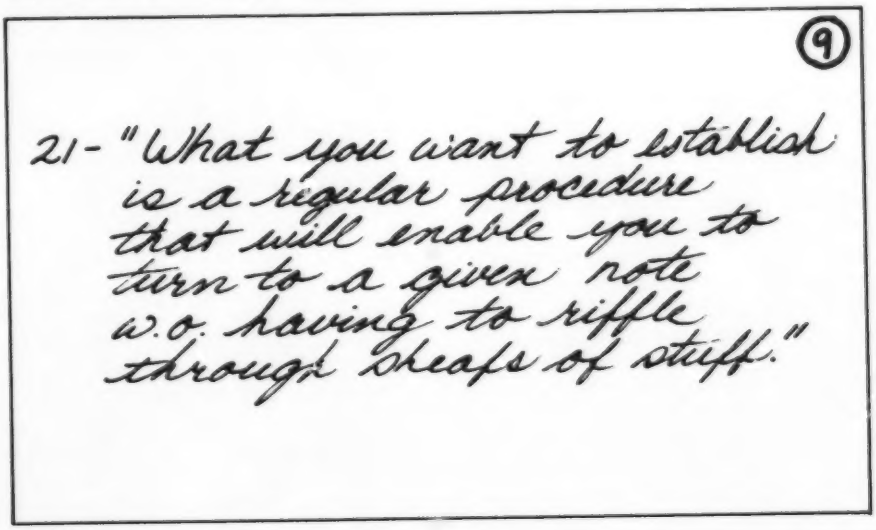
Source Card



As with most things, it is faster to do the job right the first time. It can be expensive and time-consuming to go back to an archives or library because of some silly error, such as forgetting to write down the citation, that is, the place in a publication where the quote came from. When you're sitting in a library all day taking notes you can get sloppy. Make sure that you'll be able to decipher the notes at a later date. Use standard abbreviations. Have "comm." always mean "community" and not "committee", for example. Make sure you include all obvious information. With only "MacKenzie" written in a note, after six months, it may not be obvious which MacKenzie it is.

Above all, keep with the same system. Don't stick some notes in spiral notebooks, some on index cards and some in the margins of books you own. You're never going to be able to write easily from that kind of system.

Note Card


9
21- "What you want to establish is a regular procedure that will enable you to turn to a given note w.o. having to riffle through sheafs of stiff."

2. Getting a Good Background

The time has now come for that awesome moment when you start out actually to "Begin to Research". You have a note-taking system; your funding is in place; if you are a group, the tasks are allocated; you have acquired and begun to master some guide on how to do research. You are now ready to write down that first "Fact." Be careful. Historians know that facts can be notoriously slippery things. Local historians have to be careful about three separate problems with "Facts".

First of all, many of the facts local historians come upon are just not correct. Many of the books and articles written in the field are often wrong — names are misspelled, dates are years off. The best safeguard against wrong information is to go back to the original records as much as possible. The better witness is usually closer in time and place. Try to have at least two separate and independent accounts to eliminate the chance of error. Check and double check everything you can. If the fact can't be checked or verified, tell the readers that when you are writing it up.

Local historians have sometimes tended to think of local history as merely the composite of what those in the community can remember. There can be a tendency to talk to the oldtimers and do little else. Oral history does have a place, as we will discuss later, but it is no substitute for other kinds of research. Avoid local fascinating fables which have been turned into absolute facts through repetition.

The second problem with facts is that they just aren't running around as neatly as we might think. It has been observed that "in reality most of the facts we gather come dripping with ideas."[1] A local historian has to be constantly aware of the problem of bias. Bias can be described as a slanted view of something which keeps a person from seeing things fairly and accurately. You must be ever aware of the possible bias in the material you are reading or hearing or seeing.

Times change and styles change. Be sensitive to what is merely common to the era, even if it's unusual for us. People wrote letters differently in the nineteenth century, for example, than they do now. Make sure you have understood the stylistic differences before you make lasting judgements about the author. Be sensitive to prejudices (racial, economic, sexual, regional) in the accounts you are dealing with. It's important to watch for these biases in the material in front of you. Watch also for the groups who were left out — the natives, the Chinese, the women, the unionists, the whoever-should-be-there-and-isn't.

Need it also be said that you, too, are biased? You will be picking and choosing information and deciding which events to highlight and how to present them. Be sensitive to the problem. Get the manuscript read by as many different kinds of people as possible and listen to what they have to say.

The third pitfall with facts that a local historian can fall into is the ardent desire to collect all the facts yourself. An unbelievable amount of useful work has already been done for you by others. Their publications are called "secondary sources". They are works one step removed from the "primary" or original sources. Most books of non-fiction are secondary sources of one sort or another. You do not have to spend hours interviewing highway construction crew members who worked during the 1930s to learn how many miles of paved roads there were in your municipality in 1937. You can just look it up. Don't bother to do work someone else has already done. We will spend a good part of the rest of the chapter showing you how to find facts that are already collected.

Doing secondary source research in a systematic and thoughtful manner will, when that research is over, bring obvious benefits.

You will get a good grasp of what has been done previously on the topic. You will become sensitive to issues of the local history of your community: how did that railway company show up? who were the explorers through the area? You will learn to take useful research notes and learn to use just what you need and no more. Finally, you will gain a thorough knowledge of the "proper nouns" of the topic. You will be able to recognize all important personal names, geographical sites, company names and so forth. You will need all these skills when you turn to primary source research.

Know How to Read a Book

You should critically examine any book before beginning to read it. Look at the table of contents: what is going to be covered? in what order? how much space is given for each topic? are they all topics about which you wish to read?

Next, examine the book to find hints about the quality of the work in it. Are there any clues given as to the background and training of the author? Can you guess if he or she is likely to do a good job on the subject? Check who is publishing it. Is it a reputable firm? Someone with a vested interest in one side of the story? Check the printing date or copyright. Sometimes the age of a book makes a big difference. You usually want the most current publication unless you are interested in an account written shortly after the event happened.

See how long the book is. Decide if you need to read it all or just parts which are of interest. Is there a bibliography? There is usually one at the end, but sometimes sources may be listed just in footnotes or at ends of chapters. Try to get a quick "feel" for how the author goes about presenting information. Get a sense of your commitment to the book. Will you spend minutes, hours or days reading it? How fast will you read it — a quick skim for information or a detailed note taking? Try to be clear **why** you are reading it at all.

Get the Big Picture

The collection of "facts" must be accompanied by reflection upon these facts and organization of them into a coherent picture of how the community develops. Strings of facts, which might seem to you like pearls on a necklace, are usually just confusing or boring to the reader. You must make sense of the facts for your reader. The writer of local history must always keep in mind what information an outsider might need in order to make sense of the account. Help the reader to relate the local story to the general history of the province.

In order to do this, **you** must know the general history to a certain degree. If you are doing British Columbia local history, the best provincial history to read is still *Margaret Ormsby's ***British Columbia: A History*** (Toronto: MacMillan, reprinted with corrections, 1971). First published in 1958, it is still the standard work in the field. You should also read *Wilson Duff's ***The Indian History of British Columbia: Volume 1. The Impact of the White Man*** (Victoria: Provincial Museum, 1964, reprinted 1980).

Go to the local library and see if you can't find some regional histories or topical histories (on logging, for example, if logging is important in your area). To know what is special about your community, you want to be able to know how it is similar to others in British Columbia. You want to be able to judge how the general themes of Canadian and provincial history affected it. The only way to be able to do this is to spend some time reading the books (or taking the courses) which will show you. The local story often reflects a wider, sometimes national, trend. Make sure you can see that.

Suggestions for further reading:

Friesen, J. and H.K. Ralston, eds. ***Historical Essays on British Columbia***. Toronto: McClelland and Stewart, 1976, 293pp.

Ward, W. Peter and Robert A.J. McDonald, comp. and eds. ***British Columbia: Historical Readings***. Vancouver: Douglas and McIntyre, 1981, 692pp.

Two enjoyable selections of recent efforts in the field of British Columbia history. Pick and choose on topics that are of interest. The introduction and bibliographical essay in Friesen and Ralston are recommended.

Howay, F.W. and E.O.S. Scholefield. ***British Columbia: From Earliest Times to the Present***. Winnipeg: S.J. Clarke, 1914.

A massive four volume work by two luminaries in the writing of British Columbia history.

There are four quarterly publications which any researcher working in the field of British Columbia history should be aware of. Look for them in your local library and scan various issues to see if there are any articles of interest.

BC Studies
Articles on all aspects of British Columbia history. Has a good book review section. A cumulative index for all issues since publication began has just been printed.

B.C. Historical News
Published by the British Columbia Historical Association. Articles and book reviews on all aspects of British Columbia history.

Sound Heritage
A continuing series of thematic publications based upon oral history. Published by the Sound and Moving Image Division of the Provincial Archives.

British Columbia Historical Quarterly
Published from 1937 to 1958 by the Provincial Archives and the British Columbia Historical Association. Many of its articles are of such high quality they should be considered today.

Prepare a Working Bibliography

After you have familiarized yourself with the general sweep of British Columbia history, it is time to begin secondary source research in earnest. You start with the secondary source work for a number of reasons. It needs to be done sometime, so why not warm up with material that is easier to get to and easier to make sense of? Study the printed material first to avoid duplication of effort: "History, it has been said, does not repeat itself — but historians often repeat each other."[5] Manuscript material often does not contain the background information which you will need to understand its significance. To make the best use of a trip to the archives, you need to prepare for it.

In secondary source research, you want to be aware of all printed material which has a bearing on the topic. It may prove impossible to look at each and every piece, but you want to be able to say that you have given it a good try. Many researchers prepare a working bibliography; that is, they develop a list of printed works — their titles, authors, publishers, city of publication and year of publication. Use your index cards, one item per card, to develop your bibliography. (See page 7 for what one of these source cards would look like.) The working bibliography is a constantly growing organism. One rule of thumb about when to stop your research is when you no longer find things to add to the bibliography!

There are basically three places you can find items to include in your bibliography; ends of books and articles, card catalogues in libraries and books devoted to bibliographical listings. The easiest place to start is in the backs of books you are reading to familiarize yourself with the historical picture. Almost any history book worth reading has a section in the back called "Bibliography". This section provides an organized listing of the sources the author consulted while doing work on the topic. Look through the bibliography of any book you read to see if it contains anything of interest. If so, make a card for it. Use that card in your note-taking system and to make up your own bibliography.

The card catalogue of the library will also be a useful source. Be sure to make out an index card for each item here again, even if you are also making out a call slip for the library. The ability to use a card catalogue well is one of the most useful skills a researcher can develop. Chances are you started using the library as a child. Using the library to browse for books which are fun to read is quite different from using it as a researcher. In fact, in some libraries you are not allowed to browse in the stacks at all. The importance of using the card catalogue is critical.

Before you go to the library, think out clearly what you want to do there. Have all your source index cards which you have developed from using the ends of books. Look them up in the card catalogue directly. Glance at the catalogue cards just before and after to see if any of them are of interest (this is a little like browsing on a library shelf).

Make out a shopping list of sorts. Before you leave home write up an exhaustive list of topics you want to look up under the "subject" listings in the catalogue: all reasonable place names in the area being studied; famous people and events from the area; themes you are interested in such as forestry or mining. Librarians are not always familiar with the nuances of your local geography. Check the several different ways a name might be spelled. Styles in cataloguing change. Look up as many different words for the subject as you can think of. Do be sure to look up printed local histories of towns near you. Don't forget the accounts of travellers or explorers or missionaries who passed through your area. The few chapters they devote to your area might be quite informative. Finally (and don't chuckle), know your alphabet! Make sure you aren't missing the topic because you are looking in the wrong place in the catalogue. Pay particular attention to two-word entries and the Mc/Mac section.

Suggestions for further reading:

Todd, Alden. ***Finding Facts Fast: How to Find Out What You Want and Need to Know***. Berkeley: Ten Speed Press, 1979, 123pp.

Gates, Jean Key. ***Guide to the Use of Books and Libraries***, 4th ed. New York: McGraw-Hill, 1979, 292pp.

If you are not familiar with the usage of the card catalogue or other aspects of libraries, look at one of these books. Todd's book is a popular account; Gates' is the more rigorous. Barzun and Graff's, ***The Modern Researcher*** might, however, be all you need.

Other books and a good card catalogue will give you a strong beginning. But what if the library in your community is on the small side? There are two alternatives: visit a larger library once, use their card catalogue and order the books through interlibrary loan (discussed beginning on page 13) or use prepared bibliographies and order the titles you want. Below is a rather extensive list of the most useful bibliographies for local history in British Columbia. This is a very selective list, but it will probably yield enough secondary material for your purposes.

General Bibliographies

A Bibliography of British Columbia. Victoria: Social Sciences Research Council, University of Victoria, 3 v.

[v.1] ***Navigations, Traffiques and Discoveries, 1774-1848***. compiled by Gloria M. Strathern with the assistance of Margaret H. Edwards, 1970, 417pp.

[v.2] ***A Bibliography of British Columbia: Laying the Foundations, 1849-1899***. compiled by Barbara J. Lowther with the assistance of Muriel Laing, 1968, 328pp.

[v.3] ***A Bibliography of British Columbia: Years of Growth, 1900-1950***. (compiled) by Margaret H. Edwards and John C.R. Lort, 1975, 446pp.

These three books offer a good guide to published material relating to British Columbia in the years outlined. Each volume covers slightly different materials and is arranged slightly differently, so read the front of each to make sure what is covered and what is not.

Artibise, Alan F.J. ***Western Canada Since 1870: A Select Bibliography and Guide***. Vancouver: University of British Columbia Press, 1978, 295pp.

A very select but quality list of books, pamphlets, periodical articles and theses. A good place to begin.

Artibise, Alan F.J. and Gilbert A. Stelter, eds. ***Canada's Urban Past: A Bibliography to 1980 and Guide to Canadian Urban Studies***. Vancouver: University of British Columbia Press, 1981.

If you live in one of the eleven urban centres in British Columbia covered, you are in luck.

Dictionary Catalogue of the Library of the Provincial Archives of British Columbia, Victoria. Boston: G.K. Hall, 1971, 8 vols.

A reprinting of the card catalogue of the Northwest Collection (the library section) of the Provincial Archives. Very useful, but dated.

Matthews, William. ***Canadian Diaries and Autobiographies***. Berkeley: University of California Press, 1950, 136pp.

Lists published and unpublished documents. Is not very strong on British Columbia, but has some entries.

Woodward, Frances, comp. ***Theses on British Columbia History and Related Subjects***. Vancouver: University of British Columbia Library, 1971, and Supplement, 1974.

Ph.D. dissertations and Masters' theses and selected Bachelors' essays held at the University of British Columbia library. Theses can be easily overlooked but are important sources for local historians.

Specific Bibliographies:

Duff, Wilson and Michael Kew, comp. "A Select Bibliography of Anthropology in British Columbia", revised by Frances Woodward and Laine Ruus, ***BC Studies***, No. 19, (Autumn 1973).

Fisher, Robin. ***Contact and Conflict: Indian-European Relations in British Columbia, 1774-1890***. Vancouver: University of British Columbia Press, 1977. Bibliography at end of book.

Two good sources of printed material on native British Columbians. Fisher's book is also well worth reading.

Gregorovich, Andrew. ***Canadian Ethnic Groups Bibliography: A Selected Bibliography of Ethno-Cultural Groups in Canada and the Province of Ontario***. Toronto: Department of the Provincial Secretary and Citizenship of Ontario, 1972, 208pp.

Hale, Linda Louise. ***Selected Bibliography of Manuscripts and Pamphlets Pertaining to Women held by Archives, Libraries, Museums and Associations in British Columbia***. Canadian Women's History Series, no. 9. Toronto: Women in Canadian History Project, Department of History and Philosophy of Education, Ontario Institute for Studies in Education, 1978, 282pp.

Vaisey, G. Douglas, comp. ***The Labour Companion: A Bibliography of Canadian Labour History based upon Materials Printed from 1950 to 1975***. Halifax: Committee on Canadian Labour History, 1980, 126pp.

Woodward, Frances M. "The History of Education in British Columbia: A Selected Bibliography", in J. Donald Wilson and Donald C. Jones, eds., ***Schooling and Society in Twentieth Century British Columbia***. Calgary: Detselig Enterprises, 1980, pp.163-190.

To keep up with recent publications, follow the * "Bibliography of British Columbia" compiled by Frances M. Woodward listed in the back of each issue of ***BC Studies***. This invaluable research aid keeps you up-to-date with books, government publications and articles about British Columbia. Don't overlook it.

Consult Reference Works

An important aspect of the library is the hoards of reference books available for your use. It is well said that: "Until you set out on your search you will not credit how many patient people have toiled weary hours to enable you to find in half a minute some isolated name, date, or utterance."[6] The trick is to know where to look.

A work like this one cannot list even a small fraction of the reference works potentially useful to the local historian. The best thing to do is consult:

*Ryder, Dorothy E., ed. ***Canadian Reference Sources: A Selective Guide***. Ottawa: Canadian Library Association, 1973, 185pp. Supplement 1975, 121pp.

This book, based largely on the National Library Collection, is indexed and annotated. It's just a gold mine.

Two reference works stand out in importance, however, and deserve special mention:

Urquhart, M.C. and K.A.H. Buckley, eds. ***Historical Statistics of Canada***. Toronto: Macmillan, 1965, 672pp.

Covers the period from 1867 to 1960. From it you can find out such things as how many motor vehicles were registered in British Columbia in 1904 or how much money female domestics earned in Vancouver at the turn of the century.

British Columbia and Canada. ***Report of the Royal Commission on Indian Affairs for the Province of British Columbia***. Victoria: Acme Press, 1916, 4 vols.

Not a formal reference work, but useful as such by the local historian. Massive statistics broken down by Indian band and agency.

Government publications often contain information which can be of use to the local historian. Consult the ***Sessional Papers*** of the Legislature of British Columbia and the Parliament of Canada for Annual Reports of the various ministries. These reports, especially the earlier ones, can be quite detailed. The local historian should make a point of scanning the ***Sessional Papers*** for selected years to see if there is anything of interest. The standard reference works for other government publications and Royal Commissions are:

Holmes, Marjorie C. ***Publications of the Government of British Columbia, 1871-1947***. Victoria: King's Printer, 1950, 254pp.

Holmes, Marjorie C. ***Royal Commissions and Commissions of Inquiry Under the "Public Inquiries Act" in British Columbia, 1872-1942: A Checklist***. Victoria: King's Printer, 1945. (also in ***British Columbia Historical Review***, vol. 8, no. 2 & 4; vol. 9, no. 2 & 3) 68pp.

Bennett, Judith Antonik. ***Royal Commissions and Commissions of Inquiry under the Public Inquiries Act in British Columbia, 1943-1980: A Checklist***. Victoria: Legislative Library, 1982.

The Provincial Archives of British Columbia has the original submissions to many Royal Commissions, if you wish to go one step further. See the section titled ***Use Different Kinds of Records*** in Chapter 3 for a discussion on using unpublished government records.

Local historians have been traditionally interested in the personalities of the community, perhaps many times to a fault. Research which is people-oriented has its own special set of tools. Census returns will be discussed later. The larger libraries of the province and the Provincial Archives hold extensive sets of directories. These directories are compilations, many with street addresses and occupations, of the people resident in communities across British Columbia. As the ***First Victoria Directory*** explained it: "A directory is a guide to the streets . . . the houses in the streets and the occupants of those houses whether private individuals or engaged in business pursuits."[7] In more rural districts only names of residents may be listed. Earlier directories may list only white, male residents. These directories go back at least to an 1860 one of Victoria and go forward to the present. Key publishers of directories are Henderson Publishing Company, Williams, and Wrigley.

For capsule biographies, several sources are available. Your person may be listed in the ***Dictionary of Canadian Biography*** (Toronto: University of Toronto Press, 1966-in progress). This work is a massive scholarly effort. Each volume deals with people who died during a designated span of years. The Provincial Archives maintains a "Vertical File" of folders containing information culled from provincial newspapers and miscellaneous sources. It is an extensive holding and may well contain information on several figures from your community. There are two sets of published biographical compendiums which may be of use. Both sets are lavishly illustrated, older books.

Kerr, J.B., comp. ***Biographical Dictionary of Well-Known British Columbians***. Vancouver: Kerr and Begg, 1890, 326pp.

Howay, F.W. and E.O.S. Scholefield. ***British Columbia: From Earliest Times to the Present***. Winnipeg: S.J. Clarke, 1914. vol. 3: 1161pp.; vol. 4: 1429pp.

Explore Old Newspapers

Most communities in British Columbia have had a weekly newspaper at some time or another. Back issues of this newspaper can offer good insights into the commercial dealings, the social and sports activities and so forth of the community. In addition to covering the larger local stories, the newspaper likely had an "Items of Interest" column, filled with the gossip of daily community life. The weekly newspaper, however, did not usually feature all locally-done stories. Harried editors subscribed to news services of a sort and you will find exciting stories on tigers in Bengal, British Royalty and the sinking of the ***Titanic***. Spend your time only on the locally-done material. Don't ignore the advertisements. They can tell of business arrivals, announce events and suggest economic and business patterns.

Be aware of the fact that the newspaper was only as good as its editor. Editors often had obvious biases. They were of a certain political party; they favoured one town over another; they preferred urban over rural news; they did not like Chinese, Indians or unionized workers. Try to figure out what the editor of your newspaper thought about all these issues as you read the paper.

The newspapers which covered your community can be found in several different places. The best place to start is at the current newspaper office, if there is one. Do they have back files, or copies of the paper which preceded them? Do the old editor or his descendants hold back-issues personally? Looking through newspapers can be quite time consuming (although worth the effort!), so try to look at all you can before leaving home. The Provincial Archives has an extensive holding of British Columbia papers, much of it on microfilm. If they do not have a copy, try the Legislative Library of British Columbia (Parliament Buildings, Victoria, B.C. V8V 1X4) or the university libraries. The Legislative Library is open to the public only when the Legislature is not in session, so plan your trip accordingly.

If those places have not produced a copy, the paper may be held by someone outside the province. Try:

National Library of Canada, Newspaper Section. ***Union List of Canadian Newspapers Held by Canadian Libraries***. Ottawa: Queen's Printer, 1977, 483pp.

Get All You Can out of the Library

It is possible to find each and every one of these books somewhere in British Columbia. Once you have an author and title, you can get a book; the only question will be how easily and how quickly. There are some books you may want to purchase such as Felt's ***Local History***, Barzun and Graff's ***Modern Researcher***, Ormsby's ***British Columbia*** and Duff's ***Indian History***. Many of the suggested books and, of course, other books of equal importance which apply to the specific history of your region and community, can be found easily and quickly at your local library.

For the rest, there are three options:

- **Talk to your community librarian**. The librarian may be able to procure the publication on interlibrary loan. Working through the Open Shelf Library system, the librarian has immediate access to over 100,000 books held directly by Open Shelf. If Open Shelf does not have the book, it can often obtain the book from the Victoria Public Library or the University of Victoria library. Non-circulating reference works cannot be borrowed through interlibrary loan. Obtaining a book with this system may take from two weeks to two months, so be sure to order the books as soon as possible.
- **Use your community college.** Any person taking a course at the community college (not necessarily local history) can order books from the libraries of all three universities and fifteen community colleges in the province. Each community college library centre has a microfiche set of a union catalogue, that is, a list of all the books in the post-secondary system. The librarian can order the book you want, free, from its "home" library. It may take up to two weeks to arrive, but often requires less time.
- **Find the books yourself** at a major library in the province by travelling there. You have the advantage of being able to browse around and find other books you are interested in. If all else fails, the Provincial Archives' Northwest Collection probably has the book you are seeking and you can read it in the reading room there.

3. Using Primary Sources

Primary source research is research dealing with the first or "primary" level of historical material. It is material undigested by someone else telling you what to think about it, organizing it into neat chronologies and categories. Letters, inter-office memos, unpublished reports, maps used in the work-a-day world, diaries, photographs, people talking and the like, all make up the world of the primary source researcher. Many, although by no means all, of these materials are preserved in some sort of archives. This chapter will help guide you through this kind of research. It will tell you where to find the archives you need, how to work there, the various kinds of records that are available and what you can investigate locally.

A researcher wants to get as close to the formation of the facts as possible, in order to understand them as well as possible. The closer you can come to the time and actors involved, the closer you can come to being almost a "witness" yourself. You are able to eliminate the other people who may stand between you and a direct appreciation of the event.

Primary sources are also just plain fun to use. These are documents in which the actors and observers of an earlier period recorded their doings, their thoughts, their actions and their reactions. The sights and textures, the sense of the hunt, the understandings that suddenly thrust themselves forward are all exciting moments of primary source research. Working with primary sources is really like doing things we all like to do — reading other people's mail or eavesdropping on conversations.[7]

Discover Archives

Most people doing primary source research in local history will spend a good deal of their time at places called archives. It is the goal of archives to collect, preserve and make available materials for future generations. The archives hold material in an environment which is physically safe. They keep material from the same source together. An archivist is the person who does the work of collecting, preserving and enabling you to use the archives.

Most material held in an archival collection is by its very nature unique. There is usually only one copy of a letter or a minute book. Any item handled even once per year for a hundred years can get extremely worn. Paper products tend to deteriorate with age, especially materials produced since 1880 when most paper began to have a high acid or sulfide content. Photographs, tapes, films, all deteriorate. Do not write on, spill coffee, crunch or write over archival material. Many archives have rules, such as using only pencil and not pen when writing, to help keep the materials safe. Please be thoughtful and respect these rules.

Archives follow the policy of original order and provenance. This is the standard which requires that records be kept together under the name of the person or organization responsible for their existence. A mass of files will be taken in by the archives. Useless and redundant material will be destroyed. The archivist will put the rest in safe acid-free folders and store them in acid-free boxes. The papers will be kept in an order the creator of the records would likely approve of. Maps and photographs and other non-written material are usually sent to their appropriate sections of the archives.

The two principles of physical safety and original order mean that doing research in an archives is different from doing research in a library. A major archives can hold enormous amounts of materials. The various provincial archives and the Public Archives of Canada, for example, are responsible for all provincial and federal government records. Their archivists must sort through all the papers that all

governmental agencies are finished using, deciding which ones are worthy of permanent preservation because of their potential historical, legal or administrative value. Then they have to process what they keep. Think of what that can mean. For example, archivists reckon the size of a manuscript collection by the thickness. They measure by the centimetre and metre and some groups of papers you will be dealing with will run for many metres.

The sheer bulk of it all means that you need to call on different strategies to find out what you are interested in. Sometimes things are very easy to find and sometimes they can be just about impossible. But the fact is that they are there! If you had six feet or two metres of sheets of paper about your community lined up in front of you — all old photographs, letters, maps and reports — wouldn't you be happy to look at them all? Wouldn't you learn a lot about the past from them? The Provincial Archives will have that much at least for most places in British Columbia. Use the Public Archives in Ottawa and you can get even more. Use the specialized and regional archives and you get access to even more yet.

Suggestions for further reading:

Canada, Public Archives. ***Archives, Mirror of Canada Past***. (Toronto): Published for the Public Archives of Canada by the University of Toronto Press, (1972), 313pp.

An awkward book, but has interesting pictures of a lot of different kinds of archival material.

"Archives in Canada", ***Communiqué***. vol. IV, no. 1 (Spring 1980).

An entire issue. *Communiqué* is published by the Canadian Studies Project of the Association of Canadian Community Colleges. A thorough coverage.

Find the Correct Archives

It's just impossible to stay at home and write a complete local history. Local records have become dispersed. You can't find all the historical records you need in the local community. Many of the important records, such as those of the Hudson's Bay Company, have gone back to the home office and from there into archives. Many local voluntary groups have placed their old records elsewhere for safekeeping. Some material has been collected by private collectors and then donated to an archival or special collection. Many governmental records have either stayed with the government agency itself or found their way into the Provincial Archives of British Columbia or the Public Archives of Canada.

The trick is to figure out where the records you are looking for might be. Try to find just who was actively creating records in your community and then try to make reasonable guesses where the records went. Some archives specialize in the records which they collect. The council minutes of Coquitlam (from 1891) and Fraser Mills (from 1913) are in the Simon Fraser University archives, for example, as is extensive material on enthnic groups such as Francophone Canadians, Greeks, Italians and Sikhs. Sometimes local gossip is the only way to figure out where the records went: "Oh . . . Mary Moore had a great collection of local diaries. When she died, the relatives decided to give them to University of British Columbia where she went to school."

Write letters to all possible leads, stating clearly what you are doing, what you are interested in researching and asking what material they have. An archivist will most often not be able to do the research for you, but can tell you if a trip to those particular archives is worth while.

Start out with the very useful directory:

*British Columbia Provincial Museum. ***Directory of Museums, Archives, and Art Galleries of British Columbia***. Rita Rolfe, comp., John D. Adams, ed., 3rd ed. Victoria: British Columbia Provincial Museum, 1981, 63pp.

Three places outside British Columbia which you may also wish to contact are:

Glenbow-Alberta Institute Archives and Library Research Centre
9th Avenue and 1st Street, S.E.
Calgary, Alberta T2G 0P3

This is a major research centre for western Canadian history and does have some British Columbia material.

Hudson's Bay Archives
Archives of Manitoba
Manitoba Archives Building
200 Vaughan Street
Winnipeg, Manitoba R3C 1T5

Public Archives of Canada
395 Wellington Street
Ottawa, Ontario K1A 0N3

The Public Archives of Canada is the official repository of all federal government records. There is also a manuscript division, a national map collection, a national photography collection, and a national film, television and sound archives. Many of their holdings are now on microfilm and are available through interlibrary loan. Copies of maps and photographs can be made at reasonable cost.

Learn How to Research at Archives

The best preparation for doing work at an archives is, as we have said before, a thorough grounding in the published material about your subject. Since your time at the archives will likely be time spent away from home, you don't want it to be taken up learning things you could have found out elsewhere.

The usual procedure is to write to the archives you will be visiting and to explain your research project. If it is a large archives and a large research project, you may wish to write separate letters to the separate divisions. Tell the archivist in the photography section you are coming, as well as the one in charge of maps and the one in manuscripts and so on. Your letter should say exactly when you are coming, how much time you will have and what kinds of records you will be seeking. Do this well in advance so there is time for a busy archivist to reply before you leave. Ask for a brochure on rules and regulations. Rarely, the material you will be wanting to look at will need special permission from someone before you are able to look at it. This permission should be arranged before you go.

Archives look like libraries in many ways. There are the usual tables and card catalogue cabinets. The one obvious thing missing is reachable books. As part of the physical protection of the material, all material is kept out of reach and often out of sight of the researcher. A small archives might merely keep the material in a locked cabinet. Familiarize yourself with the procedures for "paging material," that is, ordering material which is brought out for you to study. The people at the front desk of the archives will provide "call slips" to write down what you want. Follow all directions carefully. Be especially careful to write down all the numbers of the "call number" correctly so you get the right item.

Many archives have a card catalogue which looks just like those in a library. There are name and subject cards in it. Be wary, however. This card catalogue only hints at the collections and material available. The archives catalogue is oriented toward the producer of a document, rather than the subject of a document. You will, in general, do much better looking up "MacMillan Bloedel" rather than "lumber." Photographs and maps catalogues tend to be more subject oriented.

Try to think of the names of people, organizations or government ministries which might have created records which would contain information on your topic. Think about your subject, the people involved, the government or institutions concerned and the kinds of records which would grow naturally out of the events you are researching. Archivists think in terms of units, that is, the large grouping of all the papers of some person or institution.

If a collection of papers is large, an archivist will often prepare a "finding aid" for help in using it. A finding aid describes the unit as a whole and the parts in detail so that a researcher may locate just the file or item of interest. A finding aid will bring out information not indexed in the card catalogue. Say there are almost twenty-five metres of the private papers of Thomas Dufferin Pattullo. You want to find out more about his early life as mayor of Prince Rupert. It is possible to go to a finding aid at the Provincial Archives prepared by an archivist which will give you the "call number" to put on your slip to have the exact files produced without your having to go through all twenty-five metres of records.

When taking notes from archival material, make sure that you copy out enough data to indicate exactly where you found the piece of information. Give the name of the archives, the title of the collection, the file number, if any, and page, letter date, or whatever. Put in enough data so you or another researcher could retrieve that specific sheet working from your information. A general rule of thumb is to write down **any** number, letter or identifying squiggle of any kind associated with the piece from which you are taking your information. Too much documentation at this point is better than too little.

You will want to make every minute count. If your work at the archives is not going at the pace you feel it should be, don't be shy about asking for help from an archivist or an archives staff member. Archivists are the trained professionals who maintain the archives. They are the ones to whom you must turn when you are in difficulty. Professional researchers know that they can get help from an archivist; you can too. Because of the unwieldiness of archival collections, the value of personal rapport with an archivist is high. The person you are talking to may well be the one who has sorted through the papers you are interested in and be highly knowledgeable about the material you are working with. Don't take up time telling the archivist what you already know; use the time they have for you efficiently. Their time is limited and so is yours.

Suggestion for further reading:

Brooks, Philip C. ***Research in Archives: the Use of Unpublished Primary Sources***. Chicago: University of Chicago Press, 1969, 127pp.

Manual for researchers to help them in the location and proper use of unpublished source material.

Use Different Kinds of Records

Now we are going to become very detailed. We will go through all the different kinds of records you will want to use at the archives. Large archives have the practice of dividing their holdings by type: maps and plans; photographs and other visual records; oral history tapes and movies; manuscripts and government records. Each kind of holding will usually have separate card catalogues, archivists and section of the building at large archives.

Specific hints about using these records at the Provincial Archives of British Columbia (PABC) will be given in each section. Local historians researching the history of a community in British Columbia should visit the PABC at least once during the course of their work. The Provincial Archives is the largest, oldest and most complete archives in the province. You are most likely to find the information you need for a thorough and lively book there. The general information we have included will help you to utilize other major archives, such as the Public Archives of Canada, if you are able to visit them also.

Research at archives is so important for a local historian and so much of the material covered here is not otherwise available elsewhere in print that this section is rather long and descriptive. Read it now and review it later before actually working at an archives.

Maps and Plans

The good local historian knows the present geographical picture of the community like the proverbial palm of the hand. The use of historical maps and plans will enable you to gain a good insight into the changing physical environment of your community. Trails and roads criss-cross the area as time passes. Houses and stores go up and come down. Land is gained from the Crown through pre-emptions; farms are carved out of wilderness. Traditional native villages and hunting sites are disrupted. Gems in land developers' eyes are laid out, sold, and go "belly up." All of these changes and more can be traced out on maps. Physical relationships and proximities can be indirectly experienced. Unfamiliar place names can be verified.

Try to look at as many different maps of your community as you possibly can. The Provincial Archives has an extensive collection, but don't forget to contact the Public Archives of Canada and the Special Collections at the University of British Columbia Library who are other large holders of British Columbia maps and plans. The map collection at the PABC is at present on the second floor of the archives building, and, as such, may be overlooked. They have their own catalogue, also located on the second floor. Look up here under larger geographical names from your area: Okanagan Valley, Kelowna.

Most archives will make copies with an office copier of what you want fairly cheaply. This is useful if the map is just for your personal information. They will make photographic copies suitable for publication at a more expensive rate.

An extremely useful source for local history researchers is the fire insurance plan. Prepared for fire insurance companies, these maps show all the buildings in the area described: their size, shape and building material; the use of the building; the location of the building in terms of roads and other buildings; and other more detailed information such as chimneys. To find out more about this unappreciated gold mine of information consult:

Woodward, Frances M., "Fire Insurance Plans and British Columbia Urban History: A Union List", ***BC Studies***, No. 42 (Summer 1979, pp.13-50.

Hayward, Robert J. ***Fire Insurance Plans in the National Map Collection***. Ottawa: Public Archives of Canada, 1977, 171pp.

Different kinds of maps can, of course, tell you different kinds of information. The PABC, for example, has coverage of the whole province in National Topographic maps going back to the 1930s. They also have the composite pre-emptors maps for most sections of British Columbia, showing the overall patterns of where land was available and trends in taking it up.

Suggestions for further reading:

*Farley, A.L. ***Atlas of British Columbia: People, Environment, and Resource Use***. Vancouver: University of British Columbia Press, 1979.

A big, beautiful and informative book. It includes some maps on historical changes. Very useful to place your community in perspective with the rest of the province.

North, M., D. Holdsworth and J. Teversham. "A Brief Guide to the Use of Land Surveyors' Notebooks in the Lower Fraser Valley, B.C., 1859-1890", ***BC Studies***, No. 34 (Summer 1977), pp.45-60.

Land Surveyors' notebooks may be a valuable source of information for the kind of work you are doing. Check the article to see.

Robinson, J. Lewis and Walter G. Hardwick. ***British Columbia: One Hundred Years of Geographical Change***. Vancouver: Talon Books, 1973, 63pp.

Robinson, J. Lewis, ed. ***British Columbia/Colombie Britannique***. Toronto: University of Toronto Press, 1972. Studies in Canadian Geography, 139pp.

The first is intended for the non-specialist. If you are enjoying yourself, try the second for more detail.

Visual Records

If you are doing a book on local history, you would be the odd person indeed if you had not already seen, enjoyed and learned from historic photographs. Well-selected and well-documented photographs complement the text of most good local histories. The researcher also uses photographs to enhance personal understanding of the project through visual perception of the facts under study. On occasion, the photograph supplies evidence unavailable through written sources.

Historical photographs are "as near as your attic", as they say. In fact, many do remain in the local communities, especially those photographs from the 1920s to the present. Start looking locally. Don't forget local photographic studies and newspaper files. Visit your nearest urban centre to look for specimens there.

As with all aspects of research, it is the case that the more you know, the more you can find out. In order to use and understand archival photographs, it is necessary to have some appreciation of historical photography and the mechanics of photography in general.

Suggestions for further reading:

Schwartz, Joan M., ed. "The Past in Focus: Photography and British Columbia, 1858-1914". A special issue of ***BC Studies***, No. 52 (Winter 1981-82).

The use and abuse of the photograph as an historical document is discussed by several authors.

Thomas, Alan. ***The Expanding Eye: Photography and the Nineteenth Century Mind***. London: Croom Helm, 1978, 171pp. Published in the United States as ***Time in a Frame: Photography and the Nineteenth Century Mind***. New York: Schoken Books, 1977, 171pp.

A fascinating explanation of how to "read" historical photographs. It will improve your ability to look at and learn from them.

Weinstein, Robert A. and Larry Booth. ***Collection, Use, and Care of Historical Photographs***. Nashville: American Association for State and Local History, 1977, 222pp.

This book covers exactly what the title suggests and is a standard work in the field.

Mattison, David. "Directory of B.C. Photographers: 1858-1900" (Victoria): (PABC), 1982, 222pp.

Includes photographers who lived in or visited British Columbia between 1858 and 1900, both amateur and professional, and all other persons associated with the creation of a photographic image — printers, finishers, retouchers and assistants. Unpublished draft available at major photographic collections in the province.

The Provincial Archives has an extensive collection of over two million images. They have approximately 100,000 of these described and available for public reference. Before you go to the PABC, make prior arrangements. With warning, an archivist might be able to dig up uncatalogued material from storage that might be just what you need. They can also look up specific requests, for example, a certain church in a certain community, and make copies with an office copier of the choices if there are just a few and you can pick what you want by mail. The section is located at the far end of the main reading room and has its own catalogue. Write for their brochure and ordering information before you visit.

The Ethnology Division of the British Columbia Provincial Museum has a large and growing collection of early photographs of the native people of British Columbia: 23,000 images, with the earliest dating from 1867. The Ethnology Division is located in the Curatorial Building (the tower beside the Museum and the

Archives) in Victoria. The collection is open to the public — don't be put off by seeing the guard at the door. He's there to protect the artifacts stored in the building, not to keep you from the photographs. Write the Ethnology Division, British Columbia Provincial Museum, Parliament Buildings, Victoria, or call 387-5576 or 387-6514 for more information about this very good collection.

The Vancouver Public Library also has an extensive collection, as does the Public Archives of Canada. The ***Directory of Museums, Archives, and Art Galleries of British Columbia*** lists those institutions which have photographic collections.

If your subject existed before photography was widespread in British Columbia, or if you are looking for a more personal interpretation of an historic moment in your community's history, try the Paintings, Drawings and Prints section at the Provincial Archives. Tucked in next to the Historic Photographs section, this part of the archives has over six thousand paintings, drawings and prints of British Columbia done from the 1770s to the 1950s. The section's collection is listed by artist, but the archivist has prepared finding aids to help you locate material if you come in with a topic. Good collections are also located at the Vancouver City Archives and the Public Archives of Canada (especially for the colonial period).

Three guides to the use of paintings, drawings and prints as historic records are:

Gilmore, Berenice. ***Artists Overland: A Visual Record of British Columbia, 1783-1886.*** Vancouver: Burnaby Art Gallery, 1980, 156pp.

Peters, Helen Berger. ***Painting During the Colonial Period in British Columbia, 1845-1871***. Victoria: Sono Nis Press, 1979, 80pp.

Tippett, Maria and Douglas Cole. ***From Desolation to Splendour: Changing Perceptions of the British Columbia Landscape***. Toronto: Clarke, Irwin and Co., 1977, 159pp.

Sound and Moving Images

One of the first impulses of local historians is to go out and ask some of the "old timers" what happened. This can be a very useful way of developing a sense of the times and in some cases ordering the information you have collected through archival research. People talking directly about an event bring an immediacy and colour to it rivalled only by the effect of a photograph. Do remember, however, that just as a photograph can be arranged (think of the pictures you've taken of your little girl where you left her feet out of the picture because her shoes were untied), so people's memories can change things. Never use data gleaned from oral history interviews unless they are independently verified by another form of archival source. Individual recollections of specific events or generally of what things were like can be informative, but let the reader know who is speaking.

A good interview takes practice, patience and some knowledge of techniques. Do read these two sources:

Sound and Moving Image Division. ***Documents in Sound: A Guide to Oral History Research*** (working title). D. Reimer ed., Victoria: Provincial Archives of British Columbia, (forthcoming).

This will replace their useful "Guide to Aural History Research". Write to purchase a copy.

Baum, Willa K. ***Oral History for the Local Historical Society***. Nashville: American Association for State and Local History, 1971, 63pp.

The advantage of oral history is that it enables us to supplement the written record where that record is weak. The Sound and Moving Image Division of the PABC has a collection of about six thousand recorded interviews with British Columbia pioneers. When you are at the archives, check its separate catalogue to see if there are tapes of interest to you. You can also make written inquiries. If you are about to embark on an extensive interviewing programme for your local history project, contact this division as they may be able to offer assistance.

The filmed record is something you may want to consider looking into. The Sound and Moving Image Division of the PABC is in the process of compiling a list of all films produced in British Columbia or which have significant local content. This "B.C. Filmography Project" will cover films up to 1965. A useful book on the subject is:

Browne, Colin. ***Motion Picture Production in British Columbia: 1898-1940, A Brief Historical Background and Catalogue***. British Columbia Provincial Museum Heritage Record No. 6. Victoria: British Columbia Provincial Museum, 1979, 381pp.

Manuscripts

"Manuscripts" are the kinds of records produced by non-governmental bodies and individuals. The record does not have to be written by hand to be called a manuscript. The manuscripts part of an archives includes letters, diaries, minute books and reports. These materials have been created by individuals, corporations, church groups, voluntary organizations and so on. You should look up all persons, groups and geographical names on your "shopping list" in the manuscript catalogue at an archives. Be sensitive again to the possibility of records of people **passing**

through your area, such as explorers, fur traders, famous travellers or missionaries.

The typewriter was mercifully invented in 1874. All papers before that time and very many of those after will be handwritten. Do take the time to learn the handwriting of the person's work you are reading. Try not to skip over something because it's hard to read.

Do remember that some kinds of manuscript material might tend to be more accurate than others. Letters and diaries are created by an individual at the time when the events recorded in them took place. Records made afterwards — interviews and reminiscences — can be biased. The individual's true role may slowly be transformed in his mind to a more positive view.

Researchers looking for manuscript materials about their community have a useful reference guide for their work. It is published by the Public Archives of Canada and is called the ***Union List of Manuscripts in Canadian Repositories*** (Ottawa, 1975. Supplements 1976 and 1977-78). It is a comprehensive list of significant manuscripts in Canadian archives. Through using it you can find who holds records of interest for your community's history. Altogether there are 2138 pages of listings and a cross-referenced index. The Provincial Archives of British Columbia issues manuscript inventories to inform users of recent additions to the manuscript collection. These are made available to public libraries in the province.

The PABC's manuscript and government records catalogue is in two sections, so you have to look up each item on your list twice. The two catalogues are right next to each other. The card catalogue will tell you if there is a finding aid available. The finding aids for manuscripts at the PABC are in green folders.

Government Records

Governments, federal, provincial and colonial, have been looking over the fate of British Columbia since 1849. Although many of these records are still with the governmental agencies which created them, many are located in archives and are available for public use. From all those details, all those governmental reports, all that government bureaucracy, those forms in triplicate, those in-house memos, archivists select records which are a treasure for the local historian.

You can learn much about a community by using these records. The writing of native history since white settlement is enriched through the use of the records of the Federal Department of Indian Affairs. Topics as simple as what the first school house looked like, or as complex as the building of the Cariboo Wagon Road can be researched.

At the PABC and at the Public Archives of Canada, different archivists are assigned to different government records. One archivist might deal with the records of the Ministry of Lands, Forests, and Water Resources; another might do the records of the Ministry of Industry and Small Business Development. If you are in difficulty and cannot be helped by the archives' staff working at the reference desk, ask to see the archivist concerned with whatever ministry you are researching.

The local history researcher working in the Provincial Archives will find useful government records listed in the manuscripts and government records card catalogue. But the card catalogue cannot cover the richness of the material available. The next step is to consult the blue binders above the card catalogue. These binders are inventories of records held, one binder for the papers of each government ministry. These binders have separate sheets for each kind of collection or unit of papers, big and small, coming from that ministry. Each one of these units is given a separate "GR" number, e.g. GR 238. Thumb through the binders to find records which pertain to your community.

Government records can be deceptive. What looks like a simple listing on an inventory sheet or card catalogue card can prove to be an enormous collection filled with sheaves of useful material. An archivist will give a GR number to a unit of thirty metres or to a unit of thirty pages.

Turn to the next two pages for an example of an inventory sheet and a page from its finding aid. Inventory sheets tell you many things about the particular unit:

- the type of record it is — correspondence into the office, correspondence sent out, ledger books and the like
- the general subject contents and the years covered
- the size of the collection
- the format — whether originals or copies
- whether there is a finding aid available. The finding aids are in light blue folders, listed by GR number. There are only finding aids for the larger units.

BRITISH COLUMBIA.

POWER AND SPECIAL PROJECTS DIVISION. —— This is the name of the unit

This is the GR number

GR 880 Correspondence, feasibility studies, consultants reports, engineering studies, application hearings, submissions, progress reports, contract drawings and tender documents regarding hydro-electic projects, water licenses, flood control, petroleum refinery pollution, sewerage treatment plants, fisheries and wildlife, and environmental impact, 1949-1976. The collection largely contains materials relating to Arrow Lakes Dam, 1949, 1954-1969; the Jordan River redevelopment project, 1968-1972; the Babine Lake redevelopment (Fulton River dam), 1967-1970; the Columbia River Mica dam project, 1954-1970, the Duncan Lake storage development, 1971-1973; the Kootenay canal development, and the Portage Mountain development (Peace River W.A.C. Bennett dam), 1958-1967. It also includes hearings and submissions re Iona Island sewage treatment plant, 1957-1959; records of Canada-B.C. Consultative Committee on the Okanagan basin agreement, 1970; B.C. Comptroller of Water Rights hearings re Nechako River, 1949; various B.C. research Council reports, 1966-1973; International Joint Commission (U.S. and Canada) hearings, 1955. Originals, 1949-1976, 15 m. —— Size of collection

Type of record

General subject content

Format

Years covered

Finding aid: item list.

There is a finding aid

Transferred from the Ministry of Environment Library, Nov., 1980.

Volume 1: Hydro-electric projects, miscellaneous reports and correspondence.

B.C. Water Management Branch. Power and Special Projects. Miscellaneous incoming correspondence 1914, 1969, 1971-1974.

B.C. Energy Board. Reports re Columbia and Peace River power projects, 1961-1969.

Crippen Wright Engineering Ltd. Electric power requirements in the province of British Columbia. 1958.

Upper Yukon River Power Market Potential. Summary report, 1970.

Upper Yukon River Power Market Potential, Working papers, 1970.

B.C. Power Commission. Homathko River Projects. 2 volumes with appendices. Prepared by Sandwell International Ltd., 1959.

Volume 2: Tisitikia-Schoen Resources Study.

Transcripts of public meetings re Tsitikia-Schoen Resources Study. B.C. Environment and Land Use Committee. 4 volumes. 1975.

Volume 3: Columbia River reports, 1961, 1965-1970 and miscellaneous papers.

B.C. Hydro and Power Authority. Columbia Construction Reports, 1965-1970, re Mica, Arrow and Duncan Lake hydro-electric projects.

Recreation in the Columbia River Basin; a multiple use proposal by the West Kootenay Association of Rod and Gun Clubs, 1961.

Papers of the 18th Canadian Soil Mechanics Conference, 1964.

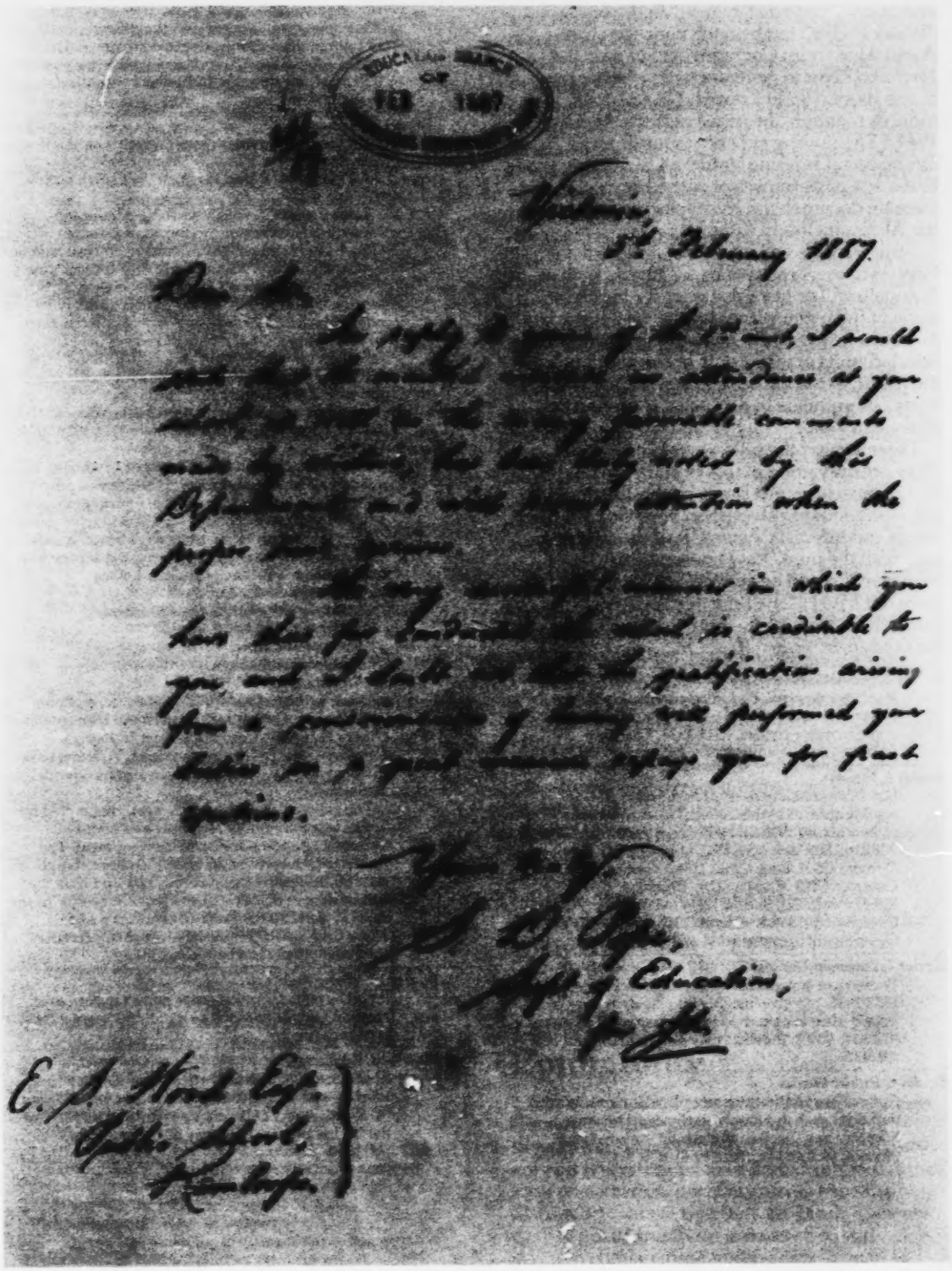
Papers related to the Canadian National Committee on the International Hydro-electric Decade, 1965-1971. Includes correspondence and file indexes.

Volume 4: Miscellaneous hearings and submissions, 1949-1976.

B.C. Comptroller of Water Rights. Hearings re application by the Aluminium Company of Canada for water licenses on the Nechako and Nanika Rivers, 1949.

B.C. Comptroller of Water Rights. Hearing re Campbell River floods, 1954.

This is an example of a document found in the Provincial Archives of British Columbia.



If, in our example, you are researching the local history of Kitimat, the heading "Power and Special Projects Division" in the binder on "Water Rights" might catch your eye since Alcan Aluminum Company had to dam the Nechako River to generate hydroelectric power to run its smelter at Kitimat. GR 880 does, indeed, mention "hearings re Nechako River, 1949." The finding aid entry sounds more interesting. Ordering Volume 4 of GR 880, you find a 104-page transcript of the hearing, a sizeable document on hydroelectric power and the Alcan smelter in Kitimat.

Some binders will, of course, hold little of interest to the local historian. Others, such as "Lands", will hold a great deal. To highlight some of the better places for the local historian to look, a listing of the inventory binders, with selected units of interest, is presented. Look at the listing in the binder and the finding aids for these GR numbers to find what is of specific interest to you.

These are not the only records of interest. They are only good places to start. Do not feel that because a record is not on this list that it is not worth looking at. Each of you has your own needs and interests. More GR units are being added all the time. New ones of great importance could be available to you which were not listed at the time this book was researched. Do take the time to browse through the binders by yourself.

Binder 2, **Provincial Secretary**

If you want to include information on your community hospital, try GR 127 for capital and construction activities, 1911-1933. There is a year-by-year, community-by-community list.

Binder 6, **Mines**

Gold Commissioners acted as the local representatives of the Colonial Government in remote areas (1858-1871). Pick out your area: Cariboo (GR216,255), Yale (252,256), Lillooet (224), Port Douglas (253), Rock Creek (234), Kootenay (232), Omenica (225), Cassiar (218), Boundary (231), Revelstoke (222), Skeena (226), Atlin (217), Greenwood (246), Rossland (221). After 1871, Government agents carried on the work.

Binder 7, **Attorney General**

Transcripts of preliminary hearings and trials, 1857-1966, can give insights into the daily lives of people often not reached by other archival records (GR 419, B393). Inquests may also be of interest (GR 431,432).

Binder 8, **Public Works**

Contracts, specifications and plans of Public Works buildings such as schools, gaols, court houses, hospitals and the like, all can help improve your physical picture of a community (GR 54).

Binder 12, **Provincial Police**

Provincial Police had very general responsibilities in remote districts — social work, investigation of disappearances, reporting on the general conditions of communities. See correspondence inward, 1910-1922 (GR 56, 57), and correspondence outward (GR 61). Look through the binder for units on strikes in your community.

Binder 15, **Lands**

Lands records deal with leases, grants, rights-of-way, reserves, in other words, all transactions and developments on land in which the Crown plays a role.

Look up GR 993 which is a subject index to correspondence relating to the administration of Crown lands and natural resources. You can look up by town or subject ("squatters", "hot springs", etc.). There are also collections of papers relating to specific topics, so you should thumb through the whole binder. Here are two examples: "Accounts payable ledger, 1863, relating to wages paid and construction costs of the Cariboo Road, 1863" (GR 1083) and "Lands records files relating to the sale of townsite lots at Terrace, B.C. Includes correspondence, memoranda, lot lists, reports, sketches, newspaper clippings, etc. 1911-1958" (GR 1093).

The Lot Register at the Ministry of Lands can, if you have a **legal description** of the piece of property, tell you who received the original Crown grant and all other transactions on the land that involve the Crown such as reversion for taxes, forestry leases, highways and hydro rights-of-way, the survey field book number and the file number for any correspondence. Contact them at:

Ministry of Lands, Parks and Housing
Surveys and Lands Records
Document Control
Parliament Buildings
Victoria, B.C. V8V 1X4

or come to their office at 345 Quebec Street, Room 220, Victoria. The eight Regional Land Management Offices (Burnaby, Cranbrook, Fort St. John, Kamloops, Prince George, Smithers, Williams Lake, Victoria) also have material of interest for specific properties.

The question of which lands were pre-empted by whom in a community can show a lot about settlement patterns and social development. The Provincial Archives holds two kinds of pre-emption records. The provincial records (look up under the subheading in binder 15a) and federal records for the Railway Belt and the Peace River Block (GR 436). These homestead records have much information about the people and land concerned.

Binder 16, **Water Rights**

If you have had a major water project in your area, you will want to take at look at GR 880 to see if there is material on it.

Binder 18, **Education**

In addition to the already-mentioned GR 54 (Public Works), you should look through this whole binder for aspects of schools you are interested in. Most of the GR inventories here may be of some help.

Binder 20, **Railway Department**

This department covers all railways in British Columbia not operating under federal charter. These include the Pacific Great Eastern, the B.C. Electric Railway and the Canadian Northern Pacific Railways, timber railways and many smaller companies. Look at GR 817, the general correspondence files.

Binder 21, **Parks**

Look at Finding Aid B1723-B1835 (e.g. it's on microfilm), "Park history, supervision and recreation files (1912-1979)", for information on provincial parks and recreation areas, including marine and historic parks.

Binder 25, **Canada. Indian Affairs**

The Provincial Archives has acquired from the Public Archives of Canada, on microfilm, records relating to the administration of Indian affairs which you are likely to find useful. Do peruse the following suggested material, looking for information listed under the name of your Indian agency, and the names of the various Indian bands in your area. Use Wilson Duff's ***Indian History of B.C.*** for band names.

B-271—B-361	Correspondence, memoranda and reports relating to the administration of Indian Affairs in Western Canada. This is known as the "Black Series" and covers primarily from 1872 to 1930.
B-1391—B-1393	Records of the Indian Reserve Commission relating to the allotment and establishment of Indian reserves in British Columbia, 1876-1910.
B-1871—B-1820	Records of the British Columbia Indian Agencies — letterbooks, letters inward, subject files, general administration files, agents' journals, constable reports, agricultural and industrial statistics, etc., 1881-1948. The fascinating day-to-day affairs of life on the reserve. Look up the agency for your area.
Add. Mss. 1056	Transcripts of evidence taken at hearings of the Royal Commission on Indian Affairs for the Province of British Columbia (1913-1936). The background behind the report recommended on page 12.

Binder 28, **British Columbia Executive Council**

Letters were (and are) constantly sent to the provincial government from the local communities of British Columbia. These letters speak of local conditions, make requests and complaints, and express opinions. From them can be learned the pressing issues of the moment and the government response to them. These letters have been kept and are in several places in the Provincial Archives. Start with the finding aid for GR 444. The Executive Council (the Cabinet) dealt with many of the letters that came in. Read in particular Appendix IV of the finding aid to help you find what you want. Many letters received were sent on to the Provincial Secretary and were kept there, so look in GR 524, 526, 614 and 644.

Letters went to the Premier, so look in GR 441. The Provincial Archives has Premier's records from 1883 to 1933 (Smithe through Tolmie). Three blue binders go through the letters received by McBride, describing each letter by subject.

People also wrote the Lieutenant Governor, so look up GR 443 for the letters he received.

There are other kinds of government records held by the Provincial Archives which are separately housed and which the local history researcher will wish to use. One collection is the letters sent to the Colonial Government of British Columbia. There is a separate card catalogue for this colonial correspondence; ask at the reference desk where it is located. For the letters written by people with surnames A to N, there is an author and subject analysis. There is also a list of all the authors in alphabetical order. Look down it for names you recognize. Try to think of which people in your area would be likely to have written a letter before 1871 and look up as many names as possible; don't forget those oft-mentioned people travelling through, particularly government employees (surveyors, trail makers and the like).

Another type of record of great use to the local historian is the census return. The 1881 census was the first Canadian census to include British Columbia and, to date, it is the only census covering British Columbia which has been released in full. Of this census only a microfilm copy of the returns listed by name has survived. The microfilming was done in the early 1950s and did not produce a very readable copy. Nevertheless, these returns will give you personal information on virtually every member of your community alive then. Included are name, sex, age, country or province of birth, religion, origin (e.g. Irish), profession or occupation or trade, married or widowed, whether going to school, and infirmities (deaf and dumb, blind, or "unsound mind"). The Provincial Archives has a copy of this census. The published volumes of the subsequent censuses might be useful to your research. These volumes go down to the subdistrict level with their totals and could be of interest for a statistical picture of life in the community.

Check other sections of the archives for government records in other formats. Look for photographs, maps and plans, and sound recordings done by government agencies.

Look Everywhere in the Community

Since using local resources is usually the first thought of many local historians, we have saved discussion of the topic until last. Chances are you will not need to be convinced to use the local possibilities. Local resources have the distinct advantage that they are **local**. They are easy to get to and there is no need to sort through cumbersome finding aids. You now

appreciate the fact that local records are also limited and incomplete. Many times the research materials are but bits and pieces of what was once a larger collection. The conscientious local history researcher looks everywhere in the community, however, for material.

Check with the groups and individuals likely to have interesting material: churches, service organizations, community associations, businesses and the like. Talk to long-time residents. Walk the old town sections; hike the abandoned highway. Check with the municipal government. There are likely to be old council minutes and by-laws which could be of great interest.

If residents are so kind as to loan you material, you must copy it and return it promptly. Whatever you do, don't fold it, roll it, pin it or write on it. Please credit all borrowed material explicitly in your work. If someone has been particularly helpful, a thank-you note after the visit is in order. (Librarians and archivists also like being thanked.)

Make Your Job Easier

Research is a slow, careful process of transferring information in diverse places — different cities and different books — and in different formats — private letters, maps, government records, personal interviews — to a single place (your desk) and a single format (your note system). There are some things you can do to make this job easier:

- Get to know your research environment. Get a map of the city you are working in. Plan how you will get to the archives and where you can stay close by. For the building you are working in, know what goes on in each and every part of it. That way you can find out that "Maps" at the Provincial Archives is upstairs. If you see a card catalogue which you don't know the use of, find out; it may be valuable for you. Find the most comfortable place to work; know where you can get a cup of coffee.
- Remain personally cheerful and polite. This not only makes the job more fun but means that others are more willing to help you. Do talk to others working around you when they are taking a break; exchange information.
- Always find out if the institution you are working in duplicates material and what their rates are. Many times it is better to spend 20¢ photocopying a page than spend 20 minutes handwriting the information on it. Photocopy when accuracy is a factor, when there is just a lot of information on one page, or when you are away from home and your time is limited. Photocopying might be less expensive than another night at a hotel. If you are doing the copying yourself, please check that the copy is a good one and that you have included the whole page.
- Do not be afraid of machines when you are doing research. It is much easier to zoom through a roll of microfilm to reach one particular letter than to slog through the equivalent material in the originals. Photocopiers, microfilm readers and microfiche readers are part of doing research these days. There is always someone at the reference desk (or sitting next to you using the same machine) who can set you up and explain the machine. If you still can't do it, ask and ask again. Those machines are intended to make your work easier, not impossible. Always consider the distinct possibility that the particular machine you get stuck with is malfunctioning.
- Try to keep your wits about you. Don't look for information on a sawmill that closed in 1913 in Forestry papers that run from 1915 to 1947. Every researcher makes that kind of mistake every once in a while, but try to keep them to a minimum.
- See if you can borrow microfilm copies of the records you are working with to use at your local library or community college. Both the Provincial Archives and the Public Archives will loan microfilm reels on interlibrary loan. Not all things are on microfilm and not all microfilm can be borrowed, but do give it a try. Think of buying microfilm copies for your own use.

4. Writing Your Book

The time will come when your research comes full circle and closes. The only places left to look are places you have already been; the only sources you come upon are those you have already looked at; you feel you have enough to say on all the topics you will be considering. It is now the time to shuffle the index cards into piles of notes which will become your chapters and to sit down and begin to write. It is usually best to have one person do the writing of the book, even if the research has been done by several, in order to maintain continuity of tone and avoid repetition of information.

If you're like most people, you'll do best if you have a comfortable place to do your work, where you can spread out and set yourself up once and for all. Have regular times to write each day or so. It is often easier to write two hours a day, every day, than ten hours in a row one day a week. Spend some time developing a detailed outline. Decide by chapters, pages and paragraphs what you will be saying and in what order. Sort your index cards accordingly. This will enable you to review all the notes, see if there are holes, and gain a sense of the coherence of the whole.

The big decision to make at this point is whether to organize the material by subject or chronology. At the back of this book are several sample listings of the kinds of ways local history topics in British Columbia can be arranged. Pick, choose and adapt these suggestions to fit the community history you are writing. Remember, just because you have written something down on the index cards, that does not mean you absolutely need to use it in the book. Keep the cards — you may change your mind — but do not squeeze and adapt your general plan to fit in everything.

Know Your Audience

With research, it was imperative to know what topic you were researching, to be able to describe clearly what it was you were looking for. With writing, it is equally necessary to have a clear idea of the potential audience, who they are, what they know and what they are interested in learning from the book. Even if the majority of the readers will be people who have lived and are presently living in your community, it is important to be able to write a book that the visitor to your community, the grandchild who has never lived there or someone who lives in the very community but many years hence will understand.

You will want to take from your research material the details which contribute to an informed understanding of the history of the area you have chosen to research. You will want to include only accurate information. You will want to be as complete as possible. You will not want to leave out individuals or groups who have made significant contributions. Although the local audience may be the prime readership of the book, try to write so that anyone could understand the flow of the history.

This will mean that you will need to place less stress on individuals and families than has been common in many local histories and more on general developments and descriptions. Label all photographs according to who is in them and when and where they were taken. Include a map of the area. Never just use last names of people or nicknames without first having used the full name and introduced them in some manner.

Mark Twain is reported to have observed that: "An educated man is one who can give directions without taking his hands out of his pockets." What you write in the book has to do the equivalent. It must say exactly what you

mean without any additional explanation or interpretation. Remember that you will not always be there when someone reads it. Use short sentences with only one thought per sentence. Long sentences can confuse and bore the reader. Stay with the simple, common word. Long, fancy words look like you're trying to impress someone: don't bother. Write with nouns and verbs rather than adjectives and adverbs. You want your prose to be light and active and easy to read.

Revise, Revise, Revise

After you have written down your whole book — how easy to say and how hard to do — the time comes which separates the good writer from the mediocre writer. The time has come to revise and shape the words you have written into something resembling a finished draft. For the first draft, the goal should be to get everything down in more or less the order and phrasing it is intended to be in. Remember that "paper is not granite, and in a first draft you are not carving eternal words in stone."[9]

When you are revising, make sure that you have spelled the same name or word the same way throughout the piece; that the paragraphs are neither too long nor too short; that you have abbreviated words in some spots and not in others; that you have clearly identified those portions of the work not based on fact but on hearsay; that you have made no errors transferring information from your index cards to your draft. Make sure you have spelled words correctly. This period of the writing process takes time. Remember that any mistakes you miss will be sure to be noticed by others.

Then let the manuscript sit for a while. Don't think about it at all for at least a week. Come back and revise it again. Now you have something that should be fit to show to others for help and commentary. You will want to show it to three different kinds of people at this point. The first kind of people are those who have been working on the project and other experts in the field on which you are working. You will ask these people for comments upon the accuracy of the material and your analysis. They are the ones who will say if a date is wrong of if a topic of importance has been overlooked. The second kind of person is someone who is not from your community, who knows little or nothing of its history, and who is not a professional historian. Ask this reader for comments upon understandability and enjoyability. The third kind of person is someone who is an "editor". Ask this reader to catch the mistakes of grammar, syntax, spelling, internal consistency and the like which have been overlooked. If you can, try to find a professional or semi-professional copy editor who will do the job. A local newspaper editor or a high school English teacher might be willing to undertake the job. If you can't find someone who will volunteer the time, hire somebody. It's that important.

Don't be afraid of criticism. Just keep on remembering that it is better to get the bad news privately before the book is in print than to have your mistakes recorded in black and white for all to see for years to come. No draft is ever perfect. If your draft readers have no changes to suggest, they are being kind but not helpful.

If you are not an experienced writer, there are several published works you may wish to consult for help. You also want to be able to do footnotes and bibliographies in the standard manner so the book is regarded as a welcome contribution to the field of local history. Every writer should own at least some grammar or style form sheet which is consulted periodically. In addition to a dictionary (Canadian edition) and a thesaurus, here are other recommended books on the subject. You do not need to read all of them.

Suggestions for further reading:

Turabian, Kate L. ***Student's Guide for Writing College Papers***, 3rd ed. Chicago: University of Chicago Press, 1976.

Wiles, Roy McKeen. ***Scholarly Reporting in the Humanities***, 4th ed. Toronto: University of Toronto Press in association with the Humanities Research Council of Canada, 1970.

Sabin, William A. ***Reference Manual for Secretaries and Typists***, 2nd ed. Toronto: McGraw-Hill Ryerson, 1978.

Strunk, William and E.B. White. ***The Elements of Style***, 3rd ed., New York: Macmillan, 1979.

Felt's ***Local History*** and Barzun and Graff's ***Modern Researcher*** also have sections on footnotes and bibliographies which you could look at.

Make Your Work Professional

There are four specific areas where local historians frequently have egg on their face: quotations, footnotes, bibliographies and indexes. We will briefly mention some of the procedures and problems with each one so that your work will look its best.

Quotations

The writer has to avoid the temptation to use quotes too frequently or to use quotes which are too long and cumbersome. Quotations, especially those from original sources, can give life and immediacy to the written page. They can also give support to a point you are making. If you are reproducing anything of length, write the holder of the copyright to secure permission for its use.

Footnotes

It is absolutely necessary for the writer to give specific acknowledgement of all borrowed sources. All quotations should have footnotes. If you are saying something quite new or controversial, indicate where you found your facts. Footnotes can also offer more lengthy explanations of a point when the explanation would break the thread of the story. Footnotes need not be obtrusive if you don't want them to be. Look at how some of the better history books you have read do their footnotes. Check one of the above writing manuals for the exact format of writing a footnote. Remember that using footnotes is one of the ways you have of convincing the reader that your work is true and accurate. The footnote serves notice that they can go and see for themselves if they suspect you aren't absolutely correct.

Bibliographies

Just as a footnote shows the reader where you found a specific item, the bibliography shows in general where you looked for the information included in the book. In one sense, the bibliography gives the reader a sense of the depth and breadth of your research. In another sense, the bibliography passes the torch on to the next researcher. Just as you used bibliographies from other authors' books to begin to learn your field, others are given the chance to learn from your work. Bibliographies can be just plain alphabetical, listed by the author's last name; classified according to source (primary and secondary, and, within that, books or periodicals or newspapers); or critical, offering comments upon strengths and weaknesses of each source. Check one of the above writing manuals for the exact format of making a bibliographic entry.

Indexes

If you did your secondary research correctly, you used indexes frequently. As with a bibliography, you owe it to the readers and especially the researchers who come after you, to include the best possible index. Work from the final copy as it will be printed. Go through and underline each item to be indexed and write in the margin the subject covered in the paragraph if it is a subject you wish to index. Copy each underlined word or words in the margin and the page number on a slip of paper; all slips the same size; one item per slip; and then alphabetize.

5. Publishing Your Book

You have now spent considerable time and not a little money producing a manuscript which is well researched and well written. Now a totally different set of skills is needed to have that manuscript published and into the hands of readers. It may well be, and perhaps should be, that the person or group of persons who have been bearing the brunt of the effort until now should step back and do no more than proofread at the appropriate time and grant interviews during the publicity campaign. This is the time for design skills and financial and promotional decisions.

There are two routes to take in getting your finished manuscript out to the public: a commercial publisher and do-it-yourself publishing.

Consider Commercial Publishing

A commercial publisher handles all the subsequent aspects of getting your words out to the public. The publishing company has people who re-edit the manuscript, design the cover and inside of the book, oversee getting it printed and handle all distribution. For these services and for the intrinsic risks involved in publishing a new title (by, in many cases, an unproven author), the company takes a good share of the profits. The standard author royalty is 10%, but it can be lower. You have the satisfaction of seeing your effort well-presented and well-distributed.

If you decide to attempt to be published by a professional publisher, and the competition is stiff so don't count on finding one, here are some guidelines for how to proceed.

- Know the kinds of books a company publishes before submitting your manuscript. For example, Penguin Books does not publish British Columbia local histories, even though the publisher has an office in Vancouver. Avoid the large national publishers; go for someone close to home and smaller. They will do just as good a job and may be more personally involved. The British Columbia book publishers are producing some beautifully done local histories. Look for the publishers of British Columbia local histories you have enjoyed. Send your submission to them. The Association of Book Publishers of British Columbia (1622 West 7th Avenue, Vancouver, V6J 1S5) publishes a yearly compendium of ***Books From British Columbia***. In the back is a complete listing of all publishers and their addresses.
- **Always** submit your manuscript on 8½" x 11" paper, typed, double-spaced, with wide margins. Type only on one side. Number all pages. Avoid spelling errors at all costs. Publishers can be fussy. Don't have your work rejected because it looks sloppy or is hard to read.
- Send out submissions to several publishers at one time. The process goes too slowly otherwise. Always keep the original in your possession so you can make more copies if needed.
- Never submit more than fifty pages of material. Enclose a chapter or two and a detailed two- or three-page outline. In the covering letter, explain why the book is being written (centennial, family reunion, if applicable) and what kind of institutional support you may have (e.g. sponsored by city, tourist association). You want to convince the publisher that the book is a saleable product. Companies usually start being interested if you can convince them of the possibility of selling five hundred copies in the first year. Tell them of your qualifications for the job and how you are interested in helping promote the book.

Suggestions for further reading:

Ross, Betty, ed. ***The Canadian Writer's Guide***, 8th ed. Don Mills, Ontario: Fitzhenry & Whiteside, 1981.

Matheson, E. and E. Thorne. ***The Book Trade in Canada***. Caledon: Ampersand Publishing Services, annual.

Kernaghan, Eileen, Edith Surridge and Patrick Kernaghan. ***The Upper Left-Hand Corner: A Writer's Guide for the Northwest***. Vancouver: J.J. Douglas, 1975.

Consider Private Publishing

If you are either unable or unwilling to use a commercial publisher, you or your group will have to make several kinds of decisions yourself. You will have to make a whole range of decisions as to how the book should look. You will have to make a series of commercial decisions too: which printer to use, how many books to print, and how to publicize, distribute and collect money on the book. Felt's book ***Researching, Writing, and Publishing Local History*** has a helpful section on publishing which you should read.

Spend some time examining books you like the "feel" of. Become sensitive to things such as the size of the page (called the "format" of the book), the kind of paper used, the size of the type, the style of the type, the colours used, the way the cover is attached, the kind of material used for the cover, and so forth. These are all questions you will want to make an informed decision upon. The more you know about what you want to achieve, the better you will be able to deal with a printer. There are all sorts of variables — larger type makes the book longer, thicker paper makes the book thicker, some typefaces are easier to read than others — and you have to make decisions about all of these details.

The way a book looks is very important for how well it will sell. It is sad but true that it is often the cover which sells the books, not what's inside. If, like many, you have to make a choice because your funds are limited, go for less quality inside and put all your resources into a fancy cover. Feature a striking photo, but, please, no amateur art work. A soft cover with a shiny press varnish does fine for most local histories. Pick out a title that is interesting, but make sure it tells what the book is about. If your main title doesn't convey the information, use a subtitle. The title and subtitle should always include the "where" and "when" of a local history, e.g. ***From Mud Flats to Subdivisions: Runnymede from 1910 to 1950***. Keep in mind all the lists the book title will be on. You want the readers of those lists to know what the book is about. Always place the title on the cover in the upper third of the page, put the author next and the publisher furthest down.

Finding the printer who is right for you is perhaps the biggest decision. There may be only one printing firm in the community and you may feel the need to use it. Otherwise, take your time and visit and get quotes from at least three printers. Spend time with each, looking at work they have done, their typefaces and kinds of paper. See if they are doing the kind of quality job you want at prices you can afford. Local printers have an advantage in that they are easy to visit and work with on a day-to-day basis, but they might not have the equipment and expertise a larger printing establishment might have.

If you are printing a book, use a printer who does books regularly if at all possible. Your local printer may not do a good job on something the shop does not usually work on. Three printing firms who do the kind of work involved in printing local histories are:

Evergreen Press
950 Homer Street
Vancouver, B.C.

Mitchell Press
1706 West First Avenue
Vancouver, B.C.

Friesen Printers
5748-176th Street
Cloverdale, B.C.

There are conventions a professional book designer follows which should be used for two reasons. One, there is a good reason why these conventions have developed, and, two, your book would look strange otherwise.

- There is a certain order to the pages in the front and the sections of the book. Look at any well-printed book to discover them. There is the half title page, a blank page, the title page, the colophon page (ISBN number, copyright information, publisher's name, printer's name, date of publication), the table of contents, acknowledgements and/or dedications, the foreword (usually written by someone other than the author), a blank page, the author's introduction, the actual

text of the book, appendices, bibliography and the index.

- Photographs should always be vertical. All photographs need captions and a line of credit. The captions should include, if at all possible, the journalist's "who, what, when, and where".
- Odd numbered pages are always on the right.
- Reproduce the name of the book and the chapter title at either the top or the bottom of each page spread.
- Use a typeface that does not look like that produced by a typewriter. You've gone this far, don't convey to the reader the subtle message that this was only typed and not typeset.

Suggestions for further reading:

Beach, Mark. ***Editing Your Newsletter: A Guide to Writing, Design and Production***. Portland: Coast to Coast Books, 1980, 76pp.

A newsletter isn't a book, but this is a simple introduction to the skills you'll need.

White, Jan V. ***Editing by Design: Work-and-Picture Communication for Editors and Designers***. New York and London: R.R. Bowker Co., 1974, 230pp.

Lee, Marshall. ***Bookmaking: the Illustrated Guide to Design and Production***, 2nd ed., rev. New York and London: R.R. Bowker Co., 1979.

Two more thorough and complete discussions. Very useful if you will be designing your publication.

Print Up the Right Number of Books

The book is now ready to go on the presses. The printer will ask you how many to do. How you answer will depend on answers to several interrelated questions. To get that first book off the press you have incurred many expenses: all the costs for research and writing, typesetting, camera work at the printers, getting the plates ready for the press, setting up the presses for doing the printing and so on. Run off two books and each one has only cost half as much. You need to run off at least five hundred copies to make the whole exercise worth starting. If you need smaller amounts, try duplicating or copying with office machines.

You're going to have trouble, obviously, if you order twenty thousand books and can only sell one thousand. Each of those twenty thousand books is individually cheaper than if you had run off only two thousand, but your total printing bill is higher. The wild card to throw into all these calculations is the fact that a cheaper book at the same quality sells more copies. In any event, keep track of the "plates" or negatives used in running off the first edition. If you have a best seller on your hands, you can always produce a second edition which will cost less than the first since a lot of the start up costs have been absorbed by the first edition.

Consider these factors when deciding how many to order:

- **Timing** of publication. Books sell better if they come out around Christmas, in time for the tourist season or for the giant centennial celebration.
- Your **commitment** to advertise, promote, and distribute the book.
- **Price** and **size** and **flashiness**. Try to make a book with the kind of price tag your community can afford, but is still something they can be proud of and will want to purchase. Don't make a book so fancy, everybody just reads the library copy.

Remember the Administrative Details

Every book published in Canada, even those published privately, is part of a fabric of legal and administrative regulation. Every book should possess what is known as an "International Standard Book Number" (ISBN). To find out more information about this, write to:

Canadian ISBN Agency
Canadian Acquisitions Division and
Legal Deposit Office
National Library of Canada
Ottawa, Ontario K1A 0N4

In Canada, "the author owns the copyright in his work unless . . . hired or employed by some other person to create the work, in which case the employer is the owner."[10] You **do not** need to register that copyright to have it. Registration of copyright will make proof of ownership easier to establish. If you feel more comfortable having your book registered, write and get an application form from:

Canadian Copyright Office
Bureau of Intellectual Property
Department of Consumer and Corporate Affairs
Ottawa/Hull K1A 0E1

Realize that all books in Canada have tax exempt status, unless they contain advertising.

A 9% federal manufacturing tax is added to any book with advertising.

You are required by law to send two copies of your book to the National Library of Canada within one week of publication. This is to your advantage, as most items received are listed in ***Canadiana*** a list of new publications relating to Canada which is issued by the Library each month. ***Canadiana*** goes regularly to over four thousand Canadian libraries and hundreds of foreign libraries. Some may wish to order your book.

Promote and Distribute the Book

Well before the books are coming off the printing presses is the time to begin planning for promotion and distribution. With any luck, you should be able to get stories in the local newspaper from time to time talking about the progress of the work. Brochures can be designed before the book is finished describing the type of book it will be and when it will be available. You might want to offer a discount, say 10%, for those that order a copy in advance. This can also help you make a better estimate on how many books to print.

Advertise and advertise more. You'd be surprised how much effort it takes to make everyone aware of the book. Word of mouth, even in a small community, is not enough. Use the newspapers (buy display advertising, send them review copies, offer interviews), get interviewed on the local radio station, print up posters, consider a direct mailing flyer (it's cheaper than you may think), try to get merchants to set up store displays, get a float in the local parade, set up booths at fairs, sell gift certificates for Christmas. You've worked hard all along the way, don't stop now.

Keep the number of complimentary copies to as low a number as is dignified. Offer the opportunity to acquire copies to the Provincial Archives, the University of British Columbia, the University of Victoria, Simon Fraser University, your local libraries and community college. In the local community, all those who get complimentary copies will not purchase one for themselves, so you lose doubly. Review copies (free) are in order to the local radio and television stations, newspapers and other persons you may wish to review the book. Consider the use of a professional book distributor if you have any chance of book sales outside the immediate community. A book distributor or wholesaler will work with the finished product supplied by you and, for about 10% of the sales price, get you outlets and markets. Two distributors which may be of interest are:

Raincoast Book Distribution
15 West 6th Avenue
Vancouver, B.C. V5Y 1K2

Martin and Ziegler
316 West 21st Street
North Vancouver, B.C. V7M 1Z5

You can also list the book in the annual ***Books from British Columbia*** which is printed by the Association of Book Publishers of British Columbia (1622 West 7th Avenue, Vancouver, V6J 1S5) to display the achievements of the British Columbia book publishing industry. For $16 and a copy of the book, your work can have a noticeable presentation in a publication that goes out to every school, library and bookstore in British Columbia. The book is described and the distributor listed.

If you are mailing a number of copies of the book, a book rate is available. Check with the local post office about the details.

Conserve Your Research

In the process of preparing the book, you have collected an enormous amount of information about the history of your area. You could just file it all away somewhere forever and never use it again, or you could take the material and put it somewhere useful. Most of this material will likely be in note form or in copies of originals. If you have copies of articles, sets of census data, photographs copied from those in archives, and the like, you may want to put them in a public place such as the local museum, the library (public, secondary school or community college). Make sure, however, that you have promptly returned all original material which may have been loaned to your project.

Well, that's it. No one ever claimed writing a book was easy, but a lot of people who have done it know that it can be fun. If you do the job conscientiously and well, there is a real sense of pride in a job well done. Good luck! Good researching! Good writing! Good sales!

Appendix

Sample Listings of Local History Topics

1. Geographical background
2. Native people
3. Exploration and early settlement
4. Permanent settlement
5. Government and political development
6. Economic development
7. Social and cultural activities
8. The church in the community
9. Educational development
10. Care of the sick
11. Special times, wars, depression, celebrations
12. Conclusion

Suggested by Alan D. Ridge. ***Writing Local History***. Provincial Archives of Alberta Publication No. 3, revised 1980. These topics are discussed on pages 4-16.

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1. **Land**
   - discovery
   - exploration
   - topography
2. **People**
   - Indians
   - settlement
   - women
   - ethnic mosaic
   - urban development
3. **Government**
4. **Economics**
   - transport
   - communications
   - industry
   - trade
   - labour
   - farmers
   - Depression
5. **Society and Culture**
   - religion
   - architecture
   - artists
   - sport
   - fashion

Topics used in ***Archives, Mirror of Canada Past***. (Toronto): published for the Public Archives of Canada by the University of Toronto Press, (1972).

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1. Geography-topography
2. Antiquities-Indians
3. Pioneer settlement
4. Economic developments
5. Political developments
6. Religious development
7. Population history
8. The family
9. Education
10. Newspapers, publications and libraries
11. Social and fraternal organizations
12. Other cultural activities - the arts
13. Science and technology
14. Law
15. Social problems and reform
16. Recreation
17. Folk lore

Suggested by Donald Dean Parker. ***Local History: How to Gather It, Write It, and Publish It***. Revised and edited by Bertha E. Josephson, Social Science Research Council, 1944. Parker is perhaps the most explicit of the authors consulted. There is presented a detailed exploration of each of the suggested topics.

Note: These listings are presented merely as suggested outlines. All authors must work within outlines they themselves feel comfortable with. Most local historians adopt a modified chronological approach which focuses on the larger eras of British Columbia history and deals with topics within that.

Sometimes a talented author can create an original way of arranging the material which creates a highly enjoyable book. Be wary, however, not all can do this well.

Footnotes

[1] Hartwell Bowsfield, ***Writing Local History***, Edmonton: University of Alberta, 1967, p. 1.

[2] John H. Archer, "Local History", ***Proceedings of the Local Archives and History Conference, Held at the University of Regina, November 2-3, 1979***, (Regina): Saskatchewan Archives Board, 1980, p. 10.

[3] Joy Parr, "Review Article of ***In Her Own Right: Selected Essays on Women's History in B.C.***, ed. by Barbara Latham and Cathy Kess", ***BC Studies***, (Autumn 1981), p. 94.

[4] Jacques Barzun and Henry F. Graff, ***The Modern Researcher***, 3rd ed., New York: Harcourt Brace Jovanovich, 1977, p.111.

[5] Philip C. Brooks, ***Research in Archives: the Use of Unpublished Primary Sources***, Chicago: University of Chicago Press, 1969, p.x.

[6] Barzun and Graff, p.78.

[7] Edward Mallandaine, ***First Victoria Directory***, Victoria: Edward Mallandaine and Company, 1860, p.11.

[8] Norman Ward, "The Saskatchewan Archives Board", ***Proceedings of the Local Archives and History Conference*** . . ., p. 7.

[9] Barzun and Graff, p.326.

[10] Canada. Bureau of Intellectual Property, "Copyright: Questions and Answers", (Ottawa): Consumer and Corporate Affairs, n.d., p.(1).

*These are, of course, in addition to those suggested in the text.

Selected Bibliography*

Bowsfield, Hartwell. "Writing Local History". Edmonton: University of Alberta, 1967, 21pps.

Transcript of a speech given at the Centennial Conference on the History of the Canadian West, Banff, Alberta, May 17-20, 1967. A good argument for placing local history in a broader perspective.

Careless, James. "Localism and Parochialism in Canadian History", ***B.C. Perspectives***, No. 2 (October 1972), pp.4-14.

A noted Canadian historian discusses what the title indicates.

Collison, Robert L. ***Indexes and Indexing***. London: Ernest Benn, 1972, 372pps.

More than you need to know on the subject.

Elliott, Gordon. "Local History, Local Colour: A Review Article", ***BC Studies***, No. 51 (Autumn 1981), pp.63-84.

Four recent books of local history are discussed illustrating the problems that writing local history creates.

So You Want to Write Your Community's History!. Victoria: British Columbia Centennial Committee, in co-operation with the British Columbia Provincial Archives, 1957, 30pps. Reprinted, with additions, 1965, 35pps.

An earlier introduction to researching and writing British Columbia local history.

Friesen Printers. ***Make History***. Altona, Manitoba: Friesen Printers, 1982, 57pps.

Publishing Your Own Book: A Guide for the First-Time Publisher. Altona, Manitoba: Friesen Printers, 1982, 48pps.

These two booklets offer useful tips, but the reader should realize that these are sales brochures, intended to convince you to use Friesen.

Gosnell, R.E. ***The Year Book of British Columbia and Manual of Provincial Information***. Victoria: Queen's Printer, 1897, 406pps.

There were further editions in 1901, 1903, 1911 and 1914. A detailed representation of life in the province, intended partially to attract settlement and investment. A ***Manual of Provincial Information: Province of British Columbia, 1930***, Victoria: Provincial Bureau of Information, 1929-1930 (2 vols.) was also produced.

Greater Vancouver Library Federation. ***Focus: A Directory of Library Services in British Columbia***. (New Westminster): Douglas College, (1977), 78pps.

A listing of 204 general and specialized British Columbia libraries, including special subjects they cover and special collections they hold.

Hale, Richard Walden. "Methods of Research for the Amateur Historian", Nashville: American Association for State and Local History, 1964, 4p.

A very brief but useful introduction to the subject.

Lynes, Alice. ***How to Organize a Local Collection***. London: Andre Deutsch, 1974, 128pps.

Useful for those who have or wish to start a local research collection.

Parker, Donald Dean. ***Local History: How to Gather It, Write It, and Publish It***. Revised and edited by Bertha E. Josephson. Social Science Research Council, 1944, 186pps.

An older standard work in the field.

Robin, Martin. ***The Rush for Spoils: The Company Province, 1871-1933***.Toronto: McClelland and Stewart, 1972, 318pps.

Pillars of Profit: The Company Province, 1934-1972. Toronto: McClelland and Stewart, 1973, 352pps.

A two-part political history of British Columbia. Useful as background.

Rogers, Alan, ***Approaches to Local History***, 2nd ed. London: Longman, 1977, 265pps.

A British general text on the subject.

Saskatchewan Archives Board. ***Proceedings of the Local Archives and History Conference, held at the University of Regina, November 2-3, 1979***. (Regina): Saskatchewan Archives Board, 1980, 46pps.

Eloquent and informative.

Smith, Allan. "The Writing of British Columbia History", ***BC Studies*** No. 45 (Spring 1980), pp.73-102. Reprinted in W. Peter Ward and Robert A.J. McDonald, ***British Columbia: Historical Readings***. Vancouver: Douglas and McIntyre, 1981.

Authors and themes in British Columbia history.

Smith, W.I. "Archives as the Recorded Past", in Royal Society of Canada, ***Preserving the Canadian Heritage/La Preservation du Patrimoine Canadien***. Ottawa: Royal Society of Canada, 1975, 191pps.

A very good general introduction to archives.

Thompson, Enid T. ***Local History Collections: a Manual for Librarians***. Nashville: American Association for State and Local History, 1978, 99pps.

Defines the materials of local history and gives simple advice on how to deal with them.

Turner, A.R. ***Guide to Writing Local History in Saskatchewan***. Regina: Saskatchewan Golden Jubilee Committee, 1954, 13pps.

Old and out-of-province, but very much worth reading.

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